# Montgomery Technical College

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**MONTGOMERY TECHNICAL COLLEGE**
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Montgomery Technical College issues this catalog to furnish information about the institution and its programs. The provisions of this publication are not to be regarded as an irrevocable contract between the student and Montgomery Technical College. The College reserves the right to change any provision or requirement at any time within the student's term of residence, or to add or withdraw course offerings. The College further reserves the right, at any time, to request that a student withdraw when such action is considered to be in the best interest of the student or institution.

## ACCREDITATION

Montgomery Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and by The North Carolina State Board of Education.

## VISITORS

Visitors to the College are welcome during normal operating hours and at other times by appointment. Visitors should check with either the receptionist or the President's office when coming on campus. Either of these locations will provide information and directions.

## NON-DISCRIMINATION STATEMENT

Montgomery Technical College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder. Under the Assurance, MTC is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property.

The trustees and employees of Montgomery Technical College are dedicated to providing quality educational programs for the adult population served by the College. Our open door policy means simply that we will take adult students where they are and help them advance as far as they will or are able to go within the limits of the programs offered.

While Montgomery Tech is large enough to offer a variety of quality programs, it is still small enough to have a friendly atmosphere and a concern for individual students. The faculty, staff and administrators are dedicated to helping our students reach their educational goals. Those goals may include learning to read, completing the high school equivalency (GED), learning how to apply for or keep a job, upgrading knowledge or skills for present jobs, preparing for a new or better job through our vocational or technical programs, or taking courses to transfer toward a four-year degree at another college. Many of our students take courses just because they want to learn something new or for other personal reasons which are important to them. Learning is a life-long process. One never gets too old to learn; in fact, older adults often learn with more meaning and understanding than do younger people.

Montgomery Tech has a variety of vocational and technical programs as well as general education and non-credit continuing education courses. Four of the vocational programs are unique to the area and are recognized throughout the nation. These four programs, Gunsmithing, Metal Engraving, Production Pottery, and Taxidermy, are functioning examples of the efforts of Montgomery Tech to meet a wide range of educational needs for the adult population.

I hope you will seriously consider Montgomery Technical College in your educational plans. The friendly, caring people of Montgomery County coupled with a dedication to quality educational programs and concern for the individual student on the part of Montgomery Technical College personnel make Montgomery County a great place to live, work and learn. Montgomery Tech is your college. I invite you to take advantage of its many programs and services.

Benny B. Hampton, Ed.D.
President

# MONTGOMERY TECHNICAL COLLEGE
# ACADEMIC CALENDAR

| FALL QUARTER | 1985-86 | 1986-87 |
|---|---|---|
| Labor Day Holiday | September 2 | September 1 |
| Registration | September 3 | August 28 |
| Classes Begin: Late Registration Fee Applies | September 5 | September 3 |
| Last Day to Drop, Add, or Enter Classes | September 11 | September 9 |
| Last Day for Tuition Refund | September 16 | September 12 |
| Mid-Term: Last Day to Withdraw from a Course Without Receiving an "F" | October 15 | October 13 |
| Registration Deadline for Returning Students | November 11 | November 10 |
| Last Day of Fall Quarter Classes | November 20 | November 18 |
| Thanksgiving Holidays | Nov. 28-29 | Nov. 27-28 |
| **WINTER QUARTER** | | |
| Registration | November 25 | November 24 |
| Classes Begin: Late Registration Fee Applies | December 2 | December 1 |
| Last Day to Drop, Add, or Enter Classes | December 6 | December 5 |
| Last Day for Tuition Refund | December 11 | December 10 |
| Instruction Ends for Christmas Holidays | December 18 | December 19 |
| Instruction Resumes | January 2 | January 5 |
| Mid-Term: Last Day to Withdraw from Courses Without Receiving an "F" | January 23 | January 22 |
| Registration Deadline for Returning Students | February 17 | February 16 |
| Last Day of Winter Quarter Classes | February 28 | February 27 |
| **SPRING QUARTER** | | |
| Registration | March 4 | March 3 |
| Classes Begin: Late Registration Fee Applies | March 5 | March 4 |
| Last Day to Drop, Add, or Enter Classes | March 11 | March 10 |
| Last Day for Tuition Refund | March 14 | March 13 |
| Instruction Ends for Spring Holidays | March 26 | April 15 |
| Instruction Resumes | April 1 | April 21 |
| Mid-Term: Last Day to Withdraw from a Course Without Receiving an "F" | April 17 | April 13 |
| Registration Deadline for Returning Students | May 12 | May 11 |
| Last Day of Spring Quarter Classes | May 23 | May 22 |
| Memorial Day Holiday | May 26 | May 25 |

**SUMMER QUARTER**

| | | |
|---|---|---|
| Registration | May 28 | May 27 |
| Classes Begin: Late Registration Fee Applies | May 29 | May 28 |
| Last Day to Drop, Add, or Enter Classes | June 4 | June 3 |
| Last Day for Tuition Refund | June 9 | June 8 |
| Instruction Ends for Independence Holidays | June 27 | July 3 |
| Instruction Resumes | July 7 | July 13 |
| Mid-Term: Last Day to Withdraw from a Course Without Receiving an "F" | July 15 | July 14 |
| Registration Deadline for Returning Students | August 11 | August 10 |
| Last Day of Summer Quarter Classes | August 20 | August 19 |
| Graduation | August 22 | August 21 |

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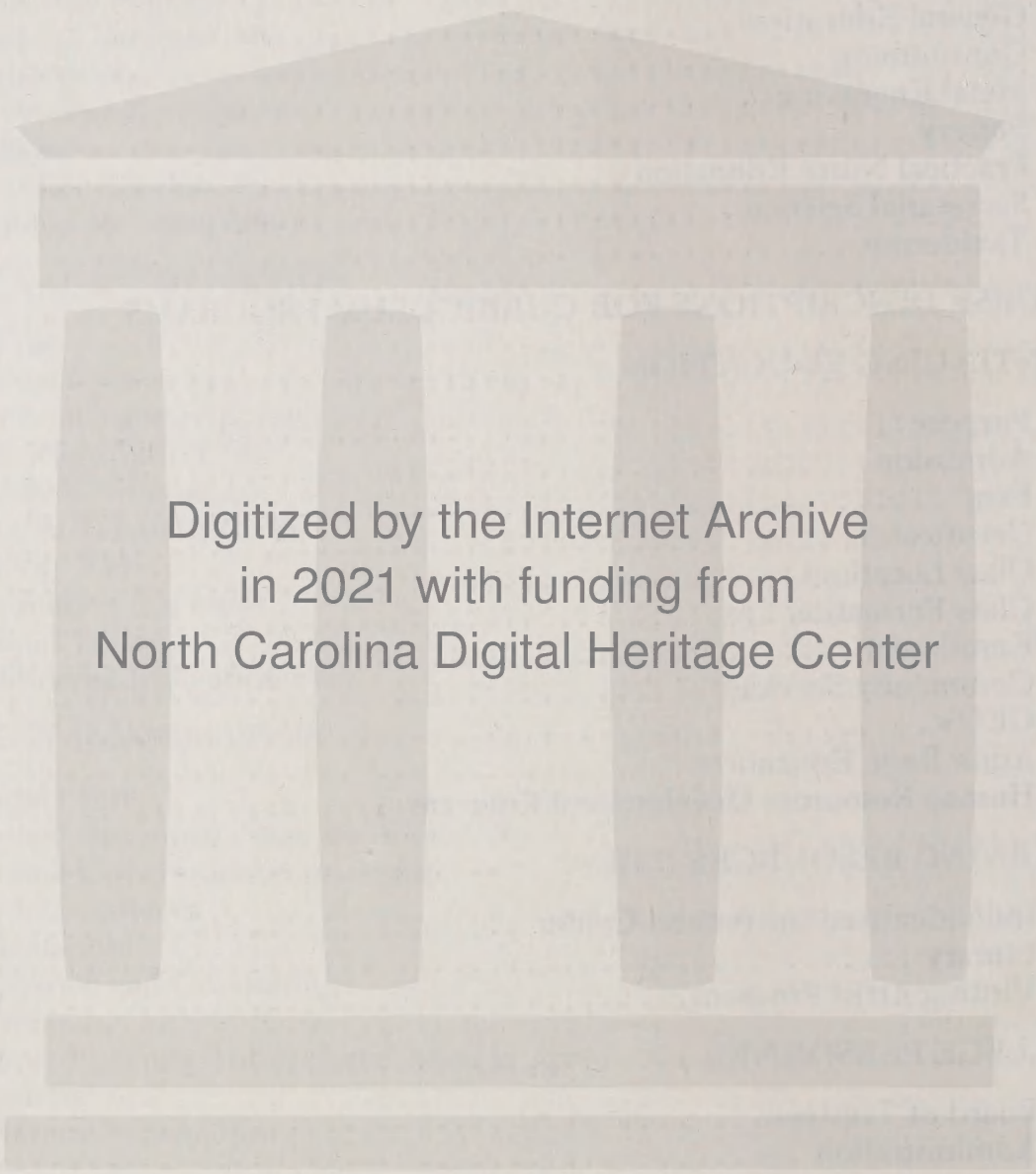

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# GENERAL INFORMATION

## HISTORY

The State Board of Education issued a charter to Montgomery Technical College on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees.

In November, 1967, administrative and teaching personnel were employed. Extension classes were conducted in 1967-68. Full-time curriculum students were accepted in August, 1968. First students were graduated in June 1969.

Adult Basic Education and Adult High School Diploma Programs began October, 1968. In June, 1968, the building on Page Street was occupied as a temporary location of Montgomery Technical College.

On June 3, 1971, the State Board of Education approved Montgomery Technical College as a chartered technical institution, effective July, 1971.

In compliance with the law, four additional trustees were appointed by the Governor on December 1, 1971. Local control of the college is the responsibility of the Board of Trustees. The President of the Student Government Association serves as an exofficio member of the Board.

In October 1975, the citizens of Montgomery County passed a bond issue authorizing the construction of a new campus. The campus has approximately 66,000 square feet of space and is located on a beautiful wooded 149 acre tract of land.

## PURPOSE

The purpose of Montgomery Technical College is to meet the educational needs of the citizens of its community by offering technical, vocational, general education, and adult education which will prepare them for business, employment, advanced study, or self-satisfaction.

## OBJECTIVES

The objectives of Montgomery Technical College are:

To inspire in students an active desire for continuing personal growth and development as an essential quality of life.

To provide guidance designed to help the student understand himself/herself and his/her involvement in vocational and avocational experiences.

To provide suitable courses for adults who wish to further their education, enrich their lives, and improve their personal efficiency.

## ADMISSIONS (CURRICULUM PROGRAMS)

### THE "OPEN DOOR" POLICY

Montgomery Technical College is a state-supported institution operating under an "open door" admission policy. This means that any person,

whether a high school graduate or non-graduate, who is 18 years old or older and who is able to profit from further formal education will be served by the institution.

The "open door" policy does not mean there are no restrictions on admission into specific programs. It does mean these restrictions are flexible enough to allow students opportunities for admission into specific programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews.

If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

Persons between 16 and 18 years of age who have special needs may be considered for admission with the approval of the local superintendent of schools and/or parents or guardian.

Montgomery Technical College and Montgomery County Board of Education have a dual enrollment agreement for high school students between 16 and 18 years of age.

## GENERAL ADMISSIONS PROCEDURE

All correspondence concerning admissions to curriculum programs should be addressed to:

Admissions Office
Montgomery Technical College
P.O. Box 787
Troy, NC 27371

Applicants for admission into a curriculum program at Montgomery Technical College should complete the following general admission procedures:

1. Obtain an Application for Admission form and return it properly completed to the Admissions Office in Student Services.
2. Request that transcripts of all high school and post high school academic work be sent to the Admissions Office. In cases where high school students have not completed their final course work, a supplemental grade report should be forwarded to MTC after graduation.
3. Have a personal interview, if requested by the Admissions Office.
4. Take the appropriate placement tests upon notification by the Admissions Office.
5. Complete any additional requirements for specific curricula.

## SPECIFIC ADMISSIONS REQUIREMENTS

### ASSOCIATE DEGREE PROGRAMS

A high school diploma, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate (GED) or the state adult high school diploma is acceptable. Applicants submitting General Education Development (GED) scores must meet North Carolina Standards with a total score of 225 with no single test score below 35.

Placement tests to determine academic readiness are given to new students in associate degree programs after acceptance. The results are used for advising and placement purposes only.

### VOCATIONAL PROGRAMS

A high school diploma, high school equivalency certificate (GED), or state adult high school diploma is desirable; however, consideration is given to any applicant whose interest and ability make successful completion of a diploma program likely.

Certain vocational diploma programs may require an applicant to complete a placement test after acceptance.

### PRACTICAL NURSE EDUCATION (LPN)

A high school diploma, high school equivalency certificate (GED) that meets North Carolina Standards (as stated above), or the state adult high school diploma is required.

Applicants must demonstrate the potential for educational achievement evidenced by successful completion of placement tests for the Practical Nurse Education curriculum.

Applicants must complete a personal interview with the Student Services Counselor and Nursing Departmental Chairperson.

All nursing applicants must meet physical and emotional health requirements necessary to provide safe nursing care. All admissions are on a **provisional** basis pending receipt of a medical report form completed by a physician. This form must be received by the Admissions Office prior to registration and reviewed by the Nursing Departmental Chairperson for satisfactory results.

Students not meeting admissions criteria will be counseled regarding removing deficiencies.

### SPECIAL CREDIT STUDENTS

Admission as a Special Credit Student requires completion of MTC Application for Admission and the satisfaction of any necessary prerequisite course requirements.

## INSTITUTIONAL EVALUATION

When all information is received by the Admissions Office, the applicant's personal record will be reviewed. If success in an applicant's chosen

field appears possible based on admissions information, the applicant may be admitted to the program of his/her choice. Should the applicant need additional educational preparation as indicated by transcripts, placement tests, or previous grades, he/she will be counseled regarding removing deficiencies.

For the Practical Nurse Education Curriculum, applicants' personal records will be evaluated on or around the specified dates of January 15, March 15, May 15, and July 15, or until the maximum number for enrollment is met.

Applicants who meet the admission requirements may enroll at the beginning of any quarter, as long as enrollment quotas for the program have not been filled or the program does not have specified prerequisite course/program requirements.

## READMISSION

All former students who left Montgomery Technical College in good standing are encouraged to re-enroll for further study. Students who have been out one quarter or longer should contact the Admissions Office so their files can be reactivated. If a conference with a counselor or academic advisor is required, the student will be notified.

Former students desiring to re-enter from academic suspension must request admission through the Student Services Counselor. Former students requesting readmission who were withdrawn for disciplinary reasons must do so through the Director of Student Services.

## RESIDENT STATUS FOR ADMISSIONS INTO CURRICULUM PROGRAMS

The following policy applies to priorities for admission into programs with established enrollment maximums:

1. Up to 75 days prior to the beginning of a quarter, applicants from Montgomery and contiguous counties are given priority on available openings on a first-come, first-qualified basis. Contiguous counties include: Randolph, Moore, Richmond, Anson, Stanly, Rowan and Davidson.

2. After the 75 day period, applicants are accepted on a first-come, first-qualified basis regardless of their county or state of residence.

3. Students already enrolled have a priority equal to Montgomery and contiguous counties and may transfer from night to day and day to night within the same program when space permits.

4. Residency classification is made by the Director of Student Services. Any applicant desiring to appeal his/her residency classification may do so in writing to the Admissions Committee, Montgomery Technical College.

# STUDENT CLASSIFICATION

**Full-Time or Regular Student**

A student in a curriculum program who is registered for 12 or more credit hours. Twelve credit hours is considered minimum for full-time.

**Part-Time Student**

A student enrolled in a degree or diploma program who is registered for eleven quarter hours or less.

**Special Credit Student**

A student who has registered for one or more credit courses to meet an individual educational need, but who has not expressed an intent to complete a given curriculum.

**Provisional Student (Deferred Accepted Status)**

A full or part-time student applying too late to complete pre-entrance requirements before the registration period. When the student has fulfilled all requirements, the student will be admitted in good standing. The student must fulfill all requirements by the end of the quarter or he/she will not be allowed to re-enroll.

**Audit Student**

Any student registered for a course for which he or she does not wish to receive credit. The audit student does not have to take required examinations; otherwise, participation and attendance in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for "audit".

After registration, a student has until mid-term to change a registration to "audit." This is done through a **REGISTRATION CHANGE NOTICE** obtained from an academic advisor or from Student Services.

**Probation Student**

A student who fails to meet minimum admission requirements or who fails to meet minimum academic requirements set forth by the college. Any student on probation must earn the sufficient grade point average set forth by the college the following quarter to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

**Freshman**

A student who is enrolled in a one-year vocational program, or a student in a degree curriculum who has earned fewer than 48 quarter hours of credit.

**Returning Student**

Any student who has completed the first academic year of a two-year curriculum program, or who has been enrolled in a one-year diploma program and has not completed the prescribed work for graduation. The student will either be classified as a returning freshman or sophomore.

## SOCIAL SECURITY NUMBERS

Social Security numbers are used for the purpose of identification only. Should you desire your Social Security number not be used for this purpose, please indicate this to the Registrar. A number will be assigned in lieu of the Social Security number.

## REGISTRATION

Applicants who have been accepted will register on the dates listed on the Academic Calendar. The Office of Student Services will notify all applicants concerning times and other special registration procedures.

## INSUFFICIENT ENROLLMENT

Classes or programs may be cancelled due to insufficient enrollment. Refunds will be made or students may choose another class or program.

## NOTICE OF COLLEGE REGULATIONS

All regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

## HOUSING

Since the college has no dormitory facilities, students who wish to live away from home must make their own living arrangements. The college takes no responsibility for locating or supervising student housing. Students are encouraged to use student bulletin boards, local newspapers, and a list of local realtors as aid in obtaining housing.

## DAY CARE SERVICE

Montgomery Technical College offers, on a space-available basis, day care services for children of faculty, staff, and students. Children must be between 2 years, 6 months of age and kindergarten age. A nominal fee is charged.

## CIVIL RIGHTS COMPLAINTS

Students who feel they have been deprived of their civil rights shall confer with the institution's Compliance Officer (in the Business Office) who will attempt to resolve the complaint.

If the Compliance Officer is unable to achieve resolution of the complaint, the student may appeal in writing to the MTC AD HOC COMPLIANCE COMMITTEE composed of the Director of Student Services, the Director of Vocational/Technical Programs for curriculum students or the Director of Continuing Education for continuing education students, and two other representatives designated by the President of the College.

If the Committee is unable to achieve resolution of the complaint, further institutional appeal may be made in writing directly to the President of the College.

If the President is unable to achieve resolution of the complaint, the student should follow steps D and E under PROCEDURAL DUE PROCESS in the STUDENT CONDUCT AND CODE SECTION of the STUDENT HANDBOOK.

Further appeals may be made directly to the OCR Regional Office, 101 Marietta Tower, Atlanta, Ga.

# FINANCIAL INFORMATION

## TUITION

All legal residents of North Carolina enrolled in a curriculum program will be charged $4.25 per quarter credit hour with a maximum tuition charge of $51.00 per quarter. Out-of-state students will pay a tuition of $21.25 per quarter credit hour with a maximum of $255.00 per quarter.

Students over the age of 65 years are exempt from tuition in accordance with chapter 606 of the 1975 Session Laws.

All tuition and fees are due and payable at registration.

## RESIDENT STATUS FOR TUITION PAYMENT

The tuition charge for legal residents of North Carolina is less than that for non-residents. A legal resident of North Carolina is one who has established residence in this state. Students should know their residence status for tuition payment and understand the regulations governing residence status.

General Statute 116-143.1 (b) passed by the 1973 General Assembly of North Carolina reads:

"To qualify for in-state tuition a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual."

Because a student lives in NC for one year does not guarantee resident status has been met. The student must satisfy requirements set forth by the General Assembly of NC and the State Residence Committee. A copy of these policies and procedures are available for review in Student Services.

## MTC RESIDENCE CLASSIFICATION PROCEDURES

The following procedures are used by Montgomery Technical College to classify students by residence for tuition purposes and to hear appeals from initial classification at the campus level.

1. The Montgomery Technical College APPLICATION FOR ADMISSION requests the date of birth, county and state of legal residence, and a statement as to the length the applicant has maintained his/her domicile/legal residence in NC.

2. When necessary, the applicant will be requested to complete the North Carolina Public Higher Education RESIDENCE-AND-TUITION STATUS APPLICATION.

3. The Director of Student Services is responsible for reviewing and determining residence status for initial applications and re-classifications for current students.

4. When necessary and for the purpose of assisting the Director, a Student Services Residence Classification Committee consisting of the Director, The Registrar, and Admission Counselor is convened by the Director to determine the status of an initial application or re-classification of a current student for tuition purposes. When convened, each member has one vote. Meetings are held on the last work day prior to the up-coming pre-registration period as set forth in the college academic calendar.

5. Appeals concerning initial classification or re-classification must be made to the Admissions Committee at Montgomery Technical College within **10** calendar days after receiving written notice concerning residence classification.

   NOTE: If the applicant does not claim to be a legal resident on the APPLICATION FOR ADMISSION, no written notice concerning residence classification is necessary.

6. The Admissions Committee at MTC shall render a decision within 3 school days after receiving the applicant's (petitioner) appeal.

7. Appeals beyond the institutional level must be made in accordance with policies and procedures of the State Residence Committee.

## TEXTBOOKS AND SUPPLIES

Textbooks and supplies are available through the Bookstore. Depending on the program of study, students can expect to pay between $20 and $150 for textbooks per quarter.

Certain educational programs require the student to purchase books, uniforms, tools, and/or supplies to effectively complete the course and competitively enter employment. These costs vary according to the program in which the student is enrolled. A list of approximate costs and items needed can be provided by the department of interest. Purchase is directly related to our policy of ownership.

POLICY OF OWNERSHIP — All products produced by the student with institutional supplies, materials, tools, and equipment are the property of the college. However, students may have the option to supply their own supplies, materials, and tools. The products produced then are the personal property of the student, and the college will charge only for the institutional comsumables used by the student in producing the product.

## LATE REGISTRATION FEE

A $5.00 late registration fee will be charged to anyone who does not complete registration prior to the first day classes begin as listed in the college's academic calendar.

Notice: Registration is not complete until all fees are paid or deferred by the Business Office and the student's registration form is processed in the Business Office.

## ACCIDENT INSURANCE

All students are encouraged to purchase accident insurance at a nominal cost. Accident insurance covers the student while attending classes and reasonable travel time to and from classes. The period of coverage is for an academic year from September through August.

## OFFICIAL TRANSCRIPTS

Upon written request, the college will provide for each student up to three transcripts free of charge. Additional transcripts will be provided for $1.00 each. Students may receive or have transmitted copies of transcripts only on themselves.

## ACTIVITY FEES

All curriculum students are required to pay an activity fee each quarter. This activity fee is budgeted by the Student Government Association and is used for special activities and other student-oriented activities and events. Activity fees will be as follows:

| | |
|---|---|
| 1 through 5 credit hours | $2.00 |
| 6 or more credit hours | $4.00 |

## GRADUATION EXPENSES

The fees below include all costs of graduation or receiving a diploma in absentia. Students are expected to pay this fee at the beginning of their last quarter in residence.

| | |
|---|---|
| High School Completion | $15.00 |
| Curriculum Programs | $18.00 |

At the request of the student, a certificate of completion is available at no charge in lieu of the above expenses.

## REFUND POLICY FOR CURRICULUM STUDENTS

Tuition refund for a student shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable rea-

sons. In such cases, two thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, in which case all tuition will be refunded.

Students withdrawing from the college for justifiable reasons after the ten calendar day period may be granted credit for unused tuition upon written request to the Director of Business Affairs. This credit must be used within the next four calendar quarters within the Community College System.

## CONTINUING EDUCATION FEES

Registration fees for continuing education classes vary from $10 to $19, depending on the nature of the class. Senior citizens (age 65 or older) do not have to pay registration fees.

The MTC Policy of Ownership applies to all Continuing Education classes.

Additional fees vary depending on the nature of the courses. Miscellaneous expenses, where applicable, will be described to each student by the instructor.

# STUDENT INFORMATION

## STUDENT LIFE

A student at Montgomery Technical College is someone expressing an educational need. The students are young, middle-aged and old. They are college and high school graduates, elementary and high school dropouts. They are single, married, divorced, and widowed. They are sons, daughters, parents, and grandparents.

They are people learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity.

They are employed full-time, part-time, and unemployed. They have family and job responsibilities.

From this diversity of people, needs, and personalities comes one common factor — all are ordinary people with a desire to learn.

Montgomery Technical College offers a formal education in an informal setting. Administration, faculty, and students mingle freely.

The classroom building is a spacious contemporary structure. Classrooms and restrooms are designed to be easily accessible to handicapped and older students.

Two lounge areas are available in which students may eat, relax and visit with each other.

## STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program, maintaining the grade average required, knowing their academic standing, and meeting all degree requirements. Advisors and counselors are available to all students, but final responsibility rests with the student.

## STUDENT CONDUCT

Students are expected to conduct themselves like mature adults at all times. Violations are handled in accordance with policies set forth in the STUDENT CODE.

## STUDENT GOVERNMENT ASSOCIATION

All students who pay the activity fee are members of this organization. They receive experience in responsible citizenship through participation in student government activities.

Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Director of Student Services.

## STUDENT SERVICES

Student Services includes admissions, records, counseling, testing, financial aid, recruiting, public relations, student activities, placement, and follow-up. The objective of Student Services is to aid the student entering, progressing through, and completing a course of study as his/her goals indicate.

## ORIENTATION

An orientation session for all new cirriculum students is held after the first week of the quarter. Topics may include: calendar of events for upcoming academic year, student conduct, attendance policy, withdrawal from class or school, grading system, grade reports, refund policy, placement policy, counseling services, developmental education program, high school and GED completion information (when applicable), SGA, catalog revision, policies and procedures regarding educational records and privacy of those records, usage of Library and Individualized Instruction Center, and Procedural Due Process.

## GUIDANCE AND COUNSELING

Human development is a life-long process leading to self-determination, self-direction, recognition of self-worth, and a positive self-concept. Our aim in counseling is to be agents of human development...to assist the student with the decision-making processes to reach his/her realistic and positive potential in all aspects of life.

Counseling begins with the pre-entrance interview and continues throughout a student's stay at Montgomery Technical College. The counselor(s) maintains an open-door policy, as well as being available by appointment for day and evening students. Sessions may center around all areas of life/work planning which include program selection, career planning, academic concerns, and personal issues.

## TESTING

Pre-admission placement tests are given for the Practical Nurse Education Program in accordance with the testing policy set forth by the Admissions Committee. Placement tests to determine academic readiness are given to new students in degree programs after acceptance. Proficiency exams may be given by individual instructors when appropriate.

Interest inventories and personality surveys are available to students at MTC.

## CAREER PLANNING/JOB REFERRAL SERVICE

The job referral service assists students in finding part-time and full-time employment. Included in this service are the following: vocational testing; availability of occupational information; career counseling; job search workshops; notification of positions available. This service is available to students and graduates. The college does not guarantee any graduate a job.

## FINANCIAL AID

The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Financial Aid Officer at Montgomery Technical College will make every effort to meet the demonstrated needs of all students, to the extent funding will permit, in an ethical manner. All aid is awarded on the basis of demonstrated financial need. Though it is felt that the primary responsibility for financing post-secondary education rests with the student and his family, every effort is made to provide necessary supplemental funding to insure that no student is denied the opportunity to attend MTC because of financial limitations. Strict confidentiality is maintained in regard to all aspects of Financial Aid.

The ACT (American College Test) Family Financial Statement is the basic form to be completed in order to apply for financial aid administered through the Financial Aid Office at MTC. While this form is a comprehensive aid application for assistance at Montgomery Tech, a student may elect to apply for the Pell Grant without completing the ACT form. Pell Grant applications, as well as ACT forms, are available at all times in the Financial Aid Office in Student Services. Essentially, aid is packaged from the following sources: Pell Grant, SEOG, (Supplemental Grant), College Work Study, and Local Scholarships. In addition, Vocational Rehabilitation, the Guaranteed Student Loan Program, and several specific scholarship awards are among other avenues of aid distributed through the Financial Aid Office.

The Financial Aid Officer is available on campus to assist any individual with information or completion of application forms in connection with Financial Aid.

## VETERANS INFORMATION

### FINANCIAL ASSISTANCE FOR VETERANS, WAR ORPHANS, WIDOWS, AND DISABLED VETERANS

The Veterans Administration offers educational assistance to veterans with at least 181 days continuous active duty, any part of which occured after January 31, 1955, but before January 1, 1977, and who were dis-

charged under conditions other than dishonorable. Each veteran has eligibility for 10 years after release from active duty but no later than December 31, 1989.

Veterans who entered active duty on or after January 1, 1977, and who were released under conditions other than dishonorable, are entitled to educational assistance only if they satisfactorily contributed to the educational assistance fund while on active duty. (Satisfactory contribution of the monthly deductions of $25 - $100 from military pay, up to a maximum of $2,700.) If a veteran uses the contribution to pursue an approved course of education, the VA will match the contribution at the rate of $2 to $1.

Veterans released from active duty for a service-connected disability are also eligible for assistance.

Wives and children of service personnel who died of service-connected injuries, who are missing in action, or prisoners of war, or who are totally and permanently disabled as a result of service-connected injuries, may also qualify for educational benefits.

Each veteran is entitled to benefits for 1½ months for each month of active duty less than 18 months. Any veteran who enlisted prior to January 1, 1977 and who has served at least 18 months, can draw the maximum entitlement of 45 months. Any veteran who enlisted on or after January 1, 1977 has a maximum entitlement of 36 months or the number of months he/she actually contributed, whichever is less.

A new educational program, referred to as the New GI Bill, under chapter 30, title 38 U.S. Code, was established under Public Law 98-525 in October, 1984. The purpose of the chapter 30 program is to provide educational assistance to:

(1) individuals who first become members of the Armed Forces or enter active duty at any time during the 3-year period beginning July 1, 1985, through June 30, 1988.

(2) individuals who have chapter 34 eligibility, have been on active duty without break on and after December 31, 1976, and continue on active duty beyond July 1, 1985. This provision allows these individuals to receive chapter 30 benefits beginning January 1, 1990. (December 31, 1989 is the latest date that chapter 34 benefits can be paid.)

Additional information on this New GI Bill may be obtained from the Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, N. C. 27201.

## PROCEDURE FOR VA CERTIFICATION

Veterans should follow the steps below to ensure proper certification:

* Complete institutional application for admission

* Provide Student Services a copy of high school or GED and any post high school transcripts (college and pre-college)
* Take DD-214, marriage license, and birth certificates of children (if applicable) to local Veteran's Service Office or to the Financial Aid Officer at Montgomery Technical College
* Complete VA Form 22-1995 if any VA Educational Entitlement has previously been used
* Complete VA Form 22-1999 and VA Form 22-1995 (if applicable) with the Financial Aid Officer at Montgomery Technical College.

Veteran's certifications are generally submitted to the VA after the end of the Drop/Add period (10 calendar days after the quarter begins). After certifications have been submitted to the VA, there is a waiting period of 4-6 weeks before the first check list is issued.

**It is the veteran's responsibility to make sure that all necessary paperwork is completed and turned in to the Financial Aid Officer. If any veteran has a question about whether or not all necessary paperwork has been completed, he/she should contact the Financial Aid Officer.**

**VA payments** are based on an individual's credit hours per quarter for degree programs as follows:

**DEGREE**

| | |
|---|---|
| Full Time | 12 Credit Hours |
| ¾ Time | 9 - 11 Credit Hours |
| ½ Time | 6 - 8 Credit Hours |

For vocational and high school programs, VA payments are based on an individual's contact hours per quarter as follows:

**VOCATIONAL**

| | |
|---|---|
| Full Time | 22 Contact Hours |
| ¾ Time | 16 - 21 Contact Hours |
| ½ Time | 11 - 15 Contact Hours |

**HIGH SCHOOL**

| | LEARNING LAB | CLASSROOM |
|---|---|---|
| Full Time | 22 Contact Hours | 18 Contact Hours |
| ¾ Time | 16 - 21 Contact Hours | 13 - 17 Contact Hours |
| ½ Time | 11 - 15 Contact Hours | 9 - 12 Contact Hours |

Additional information is available from the College Veterans Service Officer or County Veterans Service Officer.

# ACADEMIC INFORMATION

## ASSOCIATE DEGREE PROGRAMS

BUSINESS EDUCATION
- ACCOUNTING
- BUSINESS ADMINISTRATION
- EXECUTIVE SECRETARIAL SCIENCE

CRIMINAL JUSTICE/PROTECTIVE SERVICES TECHNOLOGY

GENERAL STUDIES
- GENERAL EDUCATION (LIBERAL ARTS)

HUMAN SERVICES
- EARLY CHILDHOOD ASSOCIATE

## DIPLOMA PROGRAMS

CONSTRUCTION AND MECHANICAL TRADES
- AIR CONDITIONING, HEATING, AND REFRIGERATION
- AUTO BODY REPAIR
- AUTOMOTIVE MECHANICS
  (One and Two Year Options)

CREATIVE AND NATURAL DESIGN
- METAL ENGRAVING
- POTTERY PRODUCTION
- TAXIDERMY

GUNSMITHING

HEALTH OCCUPATIONS
- PRACTICAL NURSE EDUCATION (DAY ONLY)

SECRETARIAL SCIENCE

## EVENING PROGRAMS

The college offers an extensive night program which includes many of the credit courses given in the daytime, as well as non-credit courses primarily for adult general interest or occupational upgrading or retraining.

The availability of credit courses at night allows the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

## PREPARATORY CLASSES

The General Studies Department provides preparatory classes in the fundamentals of English, reading, and math. The classes are designed to prepare the student for entry into his/her chosen program, and they help ensure successful completion of regular academic classes.

The classes are offered through an instructor/classroom setting but may incorporate audio-visual material to enhance the learning process. Every effort is made to provide instruction that is individualized according to each student's needs.

## ACADEMIC ADVISORS

After registration, the student will be assigned an academic advisor from his/her major field of study. The advisor serves as a consultant concerning class performance, problems, and College activities. The advisor also helps to identify students who need counseling or specialized counseling services.

## COURSE SUBSTITUTE POLICY

Substitution courses taken by students for completion of their degrees or diplomas must be approved by the appropriate departmental chairperson or the Director of Vocational/Technical Programs. Course substitutions by students will be very limited and must be of special nature.

The college reserves the right to substitute courses whenever necessary when in the best interest of the students or college.

## COURSE PREREQUISITES

All curriculum courses are to be taken in a normal sequence with prerequisites taken as indicated in the college catalog. Prerequisites may be waived only by permission of the appropriate departmental chairperson or the Director of Vocational/Technical Programs.

## TRANSFER OF CREDITS

From Other Post-Secondary Institutions

Applicants wishing to transfer credit from another institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a "C" may be transferred. All courses will be evaluated on merit and relevance. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency examinations before awarding credits. The final decision on transfer credit will be determined by the Director of Student Services.

## COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 25% of college work based on appropriate scores of the CLEP General Examination where appropriate to the student's program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

## CONTINUING EDUCATION UNITS (CEUs)

Students desiring to transfer credits into curriculum from a course completed while enrolled in a Continuing Education Program may do so according to the following guidelines:

a. The course or units shall be judged by the Student Services Staff as relevant to the curriculum.

b. Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.

c. All passing grades will be considered for credit. No CEUs will be used in computing the grade point average.

d. No more than 25% of the curriculum's total credit hours required for graduation can be continuing education units.

e. Proficiency examinations may be required before CEU credits are awarded.

## PROFICIENCY EXAMINATION FOR CREDIT

A student who can demonstrate abilities in a subject area may request a proficiency examination in that subject in order to accelerate his/her studies. Students in a vocational area may request examination in area courses for which previous training and/or experience might qualify them. To

obtain special examinations, the student should follow the procedure below.

Present in writing to the Director of Voc/Tech Programs a request to challenge for credit a particular course(s). A faculty member will be assigned to determine the proficiency of the student and administer the proficiency examination.

The Director of Voc/Tech Programs determines which courses may use the proficiency examination for credit.

## TRANSFER ARRANGEMENTS

Arrangements have been made with the following four year institutions to accept Associate Degree students from Montgomery Technical College. Students are advised to consult a counselor at MTC or the Admissions Office at the four year college for additional information.

**GENERAL EDUCATION**

A & T State University
Atlantic Christian College
Campbell University
East Carolina University
Elon College
Gardner-Webb College
Guilford College
Lee's McRae College
Louisburg College
Mars Hill College
Meredith College
Methodist College
Miami-Dade Community College
(South Campus)
Mt. Olive College
NC Central University
NC Wesleyan College
Pembroke State University
Pfeiffer College
St. Andrews College
UNC-Asheville
USC-Costal Carolina College
Western Carolina University
Wingate College
Winston-Salem State University

**ACCOUNTING**

A & T State University
Appalachian State University
East Carolina University
*Elon College
Gardner-Webb College
Guilford College
**Mars Hill College
Methodist College
Mt. Olive College
NC Central University
Pfeiffer College
Pembroke State University
Western Carolina University
Wingate College
Winston-Salem State University

**BUSINESS ADMINISTRATION**

A & T State University
Appalachian State University
Atlantic Christian College
**Campbell College
Gardner-Webb College
Guilford College
Mars Hill College
Meredith College
**Methodist College
Mt. Olive College
NC Central University
**Pembroke State University
Pfeiffer College
Western Carolina University
Wingate College
Winston-Salem State University

**CRIMINAL JUSTICE**

Campbell University
Elon College
Gardner-Webb College
Guilford College
*Mars Hill College
**Methodist College
NC Wesleyan College
Pfeiffer College
UNC-Charlotte

Western Carolina
**Winston-Salem State University

**EARLY CHILDHOOD**
**A & T State University
Central Connecticut State University
Guilford College
Mars Hill College
Pfeiffer College
St. Joseph College (West Hartford, CT)
Western Carolina University
Winston-Salem State University

**SECRETARIAL SCIENCE**
Appalachian State University
Durham College
East Carolina University
*Elon College
Mars Hill College
**Methodist College
Mt. Olive College
Western Carolina University
Wingate College
Winston-Salem State University
(Office Administration)

*Students may fit degree earned into their programs. (flexible)
**Will transfer into Bachelor of Applied Science; does not qualify for teacher certification.

# COLLEGE CURRICULUM

## PROGRAMS OF STUDY

# ACCOUNTING

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

## CURRICULUM BY QUARTERS

**DAY PROGRAM**

| | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | |
| T-BUS 101 | Introduction to Business | 5 | 0 | 0 | 5 |
| T-MAT 110 | Business Math I | 5 | 0 | 0 | 5 |
| ENG 101 | Composition | 3 | 0 | 0 | 3 |
| T-BUS 102 | Typewriting I | 2 | 3 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | |
| T-EDP 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| T-BUS 110 | Business Machines | 2 | 2 | 0 | 3 |
| T-BUS 120 | Principles of Accounting I | 3 | 2 | 0 | 4 |
| T-MAT 111 | Business Math II | 3 | 0 | 0 | 3 |
| ENG 104 | Technical Writing | 3 | 0 | 0 | 3 |
| | or | | | | |
| ENG 102 | Composition | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | |
| T-BUS 121 | Principles of Accounting II | 3 | 2 | 0 | 4 |
| T-EDP 106 | Computer Science Programming/Basic | 3 | 2 | 0 | 4 |
| SPH 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| — — | Social Science or Humanities elective | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | |
| T-BUS 122 | Principles of Accounting III | 3 | 2 | 0 | 4 |
| T-BUS 206 | Business Communications | 5 | 0 | 0 | 5 |
| T-BUS 272 | Principles of Supervision | 5 | 0 | 0 | 5 |
| **5th Quarter — Fall** | | | | | |
| T-BUS 223 | Intermediate Accounting I | 5 | 0 | 0 | 5 |
| T-BUS 229 | Taxes I | 5 | 0 | 0 | 5 |
| ECO 102 | Microeconomics | 5 | 0 | 0 | 5 |
| PSY 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| **6th Quarter — Winter** | | | | | |
| T-BUS 224 | Intermediate Accounting II | 5 | 0 | 0 | 5 |
| T-BUS 115 | Business Law I | 3 | 0 | 0 | 3 |
| ECO 103 | Macroeconomics | 5 | 0 | 0 | 5 |
| PSY 202 | Psychology of Adjustment | 3 | 0 | 0 | 3 |
| T-BUS 230 | Taxes II | 3 | 0 | 0 | 3 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **7th Quarter — Spring** | | | | | | |
| T-BUS | 225 | Cost Accounting | 5 | 0 | 0 | 5 |
| T-BUS | 269 | Auditing | 5 | 0 | 0 | 5 |
| T-BUS | 116 | Business Law II | 3 | 0 | 0 | 3 |

**EVENING PROGRAM**

| **1st Quarter — Fall** | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| ENG | 101 | Composition | 3 | 0 | 0 | 3 |
| T-BUS | 101 | Introduction to Business | 5 | 0 | 0 | 5 |
| T-MAT | 110 | Business Math I | 5 | 0 | 0 | 5 |
| **2nd Quarter — Winter** | | | | | | |
| T-BUS | 102 | Typewriting I | 2 | 3 | 0 | 3 |
| T-MAT | 111 | Business Math II | 3 | 0 | 0 | 3 |
| T-BUS | 110 | Business Machines | 2 | 2 | 0 | 3 |
| ENG | 104 | Technical Writing | 3 | 0 | 0 | 3 |
| | | or | | | | |
| ENG | 102 | Composition | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| SPH | 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| T-BUS | 120 | Principles of Accounting I | 3 | 2 | 0 | 4 |
| T-EDP | 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| — | — | Social Science or Humanities elective | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| T-BUS | 121 | Principles of Accounting II | 3 | 2 | 0 | 4 |
| T-EDP | 106 | Computer Science Programming/Basic | 3 | 2 | 0 | 4 |
| **5th Quarter — Fall** | | | | | | |
| PSY | 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| T-BUS | 122 | Principles of Accounting III | 3 | 2 | 0 | 4 |
| T-BUS | 272 | Principles of Supervision | 5 | 0 | 0 | 5 |
| **6th Quarter — Winter** | | | | | | |
| PSY | 202 | Psychology of Adjustment | 3 | 0 | 0 | 3 |
| T-BUS | 206 | Business Communications | 5 | 0 | 0 | 5 |
| T-BUS | 223 | Intermediate Accounting I | 5 | 0 | 0 | 5 |
| **7th Quarter — Spring** | | | | | | |
| T-BUS | 229 | Taxes I | 5 | 0 | 0 | 5 |
| T-BUS | 224 | Intermediate Accounting II | 5 | 0 | 0 | 5 |
| T-BUS | 115 | Business Law I | 3 | 0 | 0 | 3 |
| **8th Quarter — Summer** | | | | | | |
| ECO | 102 | Microeconomics | 5 | 0 | 0 | 5 |
| T-BUS | 230 | Taxes II | 3 | 0 | 0 | 3 |
| T-BUS | 116 | Business Law II | 3 | 0 | 0 | 3 |
| T-BUS | 225 | Cost Accounting | 5 | 0 | 0 | 5 |
| **9th Quarter — Fall** | | | | | | |
| ECO | 103 | Macroeconomics | 5 | 0 | 0 | 5 |
| T-BUS | 269 | Auditing | 5 | 0 | 0 | 5 |

Total Credit Hours Required For Graduation - 112

# AIR CONDITIONING, HEATING, AND REFRIGERATION

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

## CURRICULUM BY QUARTERS

**DAY PROGRAM**

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| AHR | 1121 | Principles of Refrigeration | 3 | 0 | 9 | 6 |
| ELE | 1001 | Applied Electricity | 3 | 0 | 0 | 3 |
| AHR | 1122 | Air Conditioning/Refrigeration Schematics and Diagrams | 2 | 2 | 0 | 3 |
| ENG | 1101 | Reading Skills | 3 | 0 | 0 | 3 |
| AHR | 1123 | Automatic Controls | 2 | 0 | 6 | 4 |
| **2nd Quarter — Winter** | | | | | | |
| AHR | 1124 | Domestic and Commercial Refrigeration | 3 | 0 | 9 | 6 |
| WLD | 1101 | Basic Welding | 2 | 0 | 6 | 4 |
| BPR | 1001 | Blueprint Reading: Air Conditioning | 1 | 2 | 0 | 2 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| AHR | 1125 | Air Cooling and Heating Systems | 3 | 0 | 9 | 6 |
| AHR | 1126 | Solar Heating Systems | 2 | 0 | 6 | 4 |
| AHR | 1127 | Automotive Air Conditioning | 2 | 0 | 6 | 4 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **4th Quarter — Summer** | | | | | | |
| AHR | 1128 | Air Conditioning Trouble Shooting and Servicing | 2 | 0 | 9 | 5 |
| AHR | 1129 | All Year Comfort Systems | 2 | 0 | 6 | 4 |
| AHR | 1130 | Duct Design and Installation | 2 | 0 | 6 | 4 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |

**EVENING PROGRAM**

| **1st Quarter — Fall** | | | **Class** | **Lab** | **Shop** | **Credit** |
|---|---|---|---|---|---|---|
| AHR | 1121 | Principles of Refrigeration | 3 | 0 | 9 | 6 |
| ELE | 1001 | Applied Electricity | 3 | 0 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | | |
| AHR | 1122 | Air Conditioning/Refrigeration Schematics and Diagrams | 2 | 2 | 0 | 3 |
| AHR | 1123 | Automatic Controls | 2 | 0 | 6 | 4 |
| ENG | 1101 | Reading Skills | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| AHR | 1126 | Solar Heating Systems | 2 | 0 | 6 | 4 |
| WLD | 1101 | Basic Welding | 2 | 0 | 6 | 4 |
| **4th Quarter — Summer** | | | | | | |
| AHR | 1127 | Automotive Air Conditioning | 2 | 0 | 6 | 4 |
| BPR | 1001 | Blueprint Reading: Air Conditioning | 1 | 2 | 0 | 2 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| **5th Quarter — Fall** | | | | | | |
| AHR | 1124 | Domestic and Commercial Refrigeration | 3 | 0 | 9 | 6 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **6th Quarter — Winter** | | | | | | |
| AHR | 1125 | Air Cooling and Heating Systems | 3 | 0 | 9 | 6 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | | |
| AHR | 1128 | Air Conditioning Trouble Shooting and Servicing | 2 | 0 | 9 | 5 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| **8th Quarter — Summer** | | | | | | |
| AHR | 1129 | All Year Comfort Systems | 2 | 0 | 6 | 4 |
| AHR | 1130 | Duct Design and Installation | 2 | 0 | 6 | 4 |

Total Contact Hours In Program - 1320
Total Credit Hours Required For Graduation - 70

# AUTOMOTIVE BODY REPAIR

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

## CURRICULUM BY QUARTERS

### DAY PROGRAM

| 1st Quarter — Fall | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| AUB | 1111 | Auto Body Repair Principles | 3 | 0 | 9 | 6 |
| SAF | 1001 | Safety | 2 | 0 | 0 | 2 |
| AUB | 1112 | Trim and Glass | 3 | 0 | 9 | 6 |
| ENG | 1101 | Reading Skills | 3 | 0 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | | |
| AUB | 1113 | Enamel and Urethane Painting and Finishing | 3 | 0 | 9 | 6 |
| AUB | 1114 | Lacquer Painting and Finishing | 2 | 0 | 6 | 4 |
| WLD | 1101 | Basic Welding | 2 | 0 | 6 | 4 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| AUB | 1115 | Auto Frames and Suspensions | 3 | 0 | 9 | 6 |
| AUB | 1116 | Auto Body Parts Replacement | 3 | 0 | 9 | 6 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| AUB | 1117 | Special Finishes | 2 | 0 | 3 | 3 |
| AUB | 1118 | Auto Body Shop Applications | 2 | 0 | 6 | 4 |
| AUB | 1119 | Auto Damage Repair Estimating | 3 | 0 | 3 | 4 |
| AUB | 1120 | Vinyl Rapair and Finish | 1 | 0 | 3 | 2 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |

### EVENING PROGRAM

| 1st Quarter — Fall | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| AUB | 1111 | Auto Body Principles | 3 | 0 | 9 | 6 |
| SAF | 1001 | Safety | 2 | 0 | 0 | 2 |
| **2nd Quarter — Winter** | | | | | | |
| AUB | 1112 | Trim and Glass | 3 | 0 | 9 | 6 |
| ENG | 1101 | Reading Skills | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| AUB | 1114 | Lacquer Painting and Finishing | 2 | 0 | 6 | 4 |
| WLD | 1101 | Basic Welding | 2 | 0 | 6 | 4 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **4th Quarter — Summer** | | | | | | |
| AUB | 1113 | Enamel and Urethane Painting and Finishing | 3 | 0 | 9 | 6 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| **5th Quarter — Fall** | | | | | | |
| AUB | 1115 | Auto Frames and Suspensions | 3 | 0 | 9 | 6 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **6th Quarter — Winter** | | | | | | |
| AUB | 1116 | Auto Body Parts Replacement | 3 | 0 | 9 | 6 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | | |
| AUB | 1117 | Special Finishes | 2 | 0 | 3 | 3 |
| AUB | 1120 | Vinyl Repair and Finish | 1 | 0 | 3 | 2 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| **8th Quarter — Summer** | | | | | | |
| AUB | 1118 | Auto Body Shop Applications | 2 | 0 | 6 | 4 |
| AUB | 1119 | Auto Damage Repair Estimating | 3 | 0 | 3 | 4 |

Total Contact Hours In Program - 1276
Total Credit Hours Required For Graduation - 68

# AUTOMOTIVE MECHANICS

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

## CURRICULUM BY QUARTERS

**DAY PROGRAM - ONE YEAR OPTION**

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| AUT | 1001 | Internal Combustion Engines | 3 | 0 | 9 | 6 |
| SAF | 1001 | Safety | 2 | 0 | 0 | 2 |
| ENG | 1101 | Reading Skills | 3 | 0 | 0 | 3 |
| AUT | 1002 | Lubrication and Cooling Systems | 2 | 0 | 6 | 4 |
| PHY | 1001 | Applied Science | 2 | 2 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | | |
| AUT | 1003 | Auto Fuel Systems | 2 | 0 | 6 | 4 |
| AUT | 1004 | Auto Electrical Systems | 2 | 0 | 9 | 5 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| WLD | 1101 | Basic Welding | 2 | 0 | 6 | 4 |
| **3rd Quarter — Spring** | | | | | | |
| AUT | 1005 | Manual Transmissions | 3 | 0 | 12 | 7 |
| AUT | 1006 | Automatic Transmissions | 2 | 0 | 6 | 4 |
| AHR | 1127 | Auto Air Conditioning | 2 | 0 | 6 | 4 |
| **4th Quarter — Summer** | | | | | | |
| AUT | 1007 | Auto Braking Systems | 3 | 0 | 9 | 6 |
| AUT | 1008 | Auto Chassis and Suspensions | 3 | 0 | 12 | 7 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |

**TWO YEAR OPTION - (COMPLETION OF THE ONE YEAR PROGRAM PLUS THE FOLLOWING)**

| 1st Quarter — Fall | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| AUT | 1110 | Engine Diagnosis and Repair | 2 | 0 | 9 | 5 |
| AUT | 1111 | Fuel and Electrical Systems Diagnosis and Repair | 2 | 0 | 6 | 4 |
| AUT | 1112 | Automotive Schematics and Diagrams | 1 | 2 | 0 | 2 |
| **2nd Quarter — Winter** | | | | | | |
| AUT | 1113 | Automatic Transmissions Diagnosis and Repair | 1 | 0 | 6 | 3 |
| AUT | 1114 | Powertrains: Diagnosis and Repair | 3 | 0 | 9 | 6 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| AUT | 1115 | Suspension Systems Diagnosis and Repair | 2 | 0 | 6 | 4 |
| AUT | 1116 | Front and Rear Alignment | 1 | 0 | 6 | 3 |
| AUT | 1117 | Brake Systems Diagnosis and Repair | 1 | 0 | 6 | 3 |
| **4th Quarter — Summer** | | | | | | |
| AUT | 1118 | Automotive Mechanics Shop Operations | 3 | 0 | 12 | 7 |
| AUT | 1119 | Introduction to the Diesel Engine | 1 | 0 | 3 | 2 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |

**EVENING PROGRAM - ONE YEAR OPTION**

| 1st Quarter — Fall | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| AUT | 1003 | Auto Fuel Systems | 2 | 0 | 6 | 4 |
| SAF | 1001 | Safety | 2 | 0 | 0 | 2 |
| PHY | 1001 | Applied Science | 2 | 2 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | | |
| AUT | 1001 | Internal Combustion Engines | 3 | 0 | 9 | 6 |
| ENG | 1101 | Reading Skills | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| AUT | 1002 | Lubrication and Cooling Systems | 2 | 0 | 6 | 4 |
| WLD | 1101 | Basic Welding | 2 | 0 | 6 | 4 |
| **4th Quarter — Summer** | | | | | | |
| AHR | 1127 | Auto Air Conditioning | 2 | 0 | 6 | 4 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| **5th Quarter — Fall** | | | | | | |
| AUT | 1004 | Auto Electrical Systems | 2 | 0 | 9 | 5 |
| **6th Quarter — Winter** | | | | | | |
| AUT | 1005 | Manual Transmissions | 3 | 0 | 12 | 7 |
| **7th Quarter — Spring** | | | | | | |
| AUT | 1006 | Automatic Transmissions | 2 | 0 | 6 | 4 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| **8th Quarter — Summer** | | | | | | |
| AUT | 1007 | Auto Braking Systems | 3 | 0 | 9 | 6 |
| **9th Quarter — Fall** | | | | | | |
| AUT | 1008 | Auto Chassis and Suspensions | 3 | 0 | 12 | 7 |

**TWO YEAR OPTION - (COMPLETION OF THE ONE YEAR PROGRAM PLUS THE FOLLOWING)**

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| AUT | 1110 | Engine Diagnosis and Repair | 2 | 0 | 9 | 5 |
| AUT | 1112 | Automotive Schematics and Diagrams | 1 | 2 | 0 | 2 |
| **2nd Quarter — Winter** | | | | | | |
| AUT | 1111 | Fuel and Electrical Systems Diagnosis and Repair | 2 | 0 | 6 | 4 |
| AUT | 1113 | Automatic Transmissions Diagnosis and Repair | 1 | 0 | 6 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| AUT | 1114 | Powertrains: Diagnosis and Repair | 3 | 0 | 9 | 6 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| AUT | 1115 | Suspension Systems Diagnosis and Repair | 2 | 0 | 6 | 4 |
| AUT | 1116 | Front and Rear Alignment | 1 | 0 | 6 | 3 |
| **5th Quarter — Fall** | | | | | | |
| AUT | 1117 | Brake Systems Diagnosis and Repair | 1 | 0 | 6 | 3 |
| AUT | 1119 | Introduction to the Diesel Engine | 1 | 0 | 3 | 2 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **6th Quarter — Winter** | | | | | | |
| AUT | 1118 | Automotive Mechanics Shop Operations | 3 | 0 | 12 | 7 |

Total Contact Hours In Program (Two Year Option) - 2288
Total Credit Hours Required For Graduation (Two Year Option) - 110

Total Contact Hours In Program (One Year Option) - 1320
Total Credit Hours Required For Graduation (One Year Option) - 65

# BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world - its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

## CURRICULUM BY QUARTERS

**DAY PROGRAM**

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| T-BUS | 101 | Introduction to Business | 5 | 0 | 0 | 5 |
| T-MAT | 110 | Business Math I | 5 | 0 | 0 | 5 |
| ENG | 101 | Composition | 3 | 0 | 0 | 3 |
| T-BUS | 102 | Typewriting I | 2 | 3 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | | |
| T-EDP | 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| T-BUS | 110 | Business Machines | 2 | 2 | 0 | 3 |
| T-BUS | 120 | Principles of Accounting I | 3 | 2 | 0 | 4 |
| T-MAT | 111 | Business Math II | 3 | 0 | 0 | 3 |
| ENG | 104 | Technical Writing | 3 | 0 | 0 | 3 |
| | | or | | | | |
| ENG | 102 | Composition | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| T-BUS | 121 | Principles of Accounting II | 3 | 2 | 0 | 4 |
| T-EDP | 106 | Computer Science Programming/Basic | 3 | 2 | 0 | 4 |
| SPH | 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| — | — | Social Science or Humanities elective | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| T-BUS | 122 | Principles of Accounting III | 3 | 2 | 0 | 4 |
| T-BUS | 206 | Business Communications | 5 | 0 | 0 | 5 |
| T-BUS | 272 | Principles of Supervision | 5 | 0 | 0 | 5 |
| **5th Quarter — Fall** | | | | | | |
| T-BUS | 229 | Taxes I | 5 | 0 | 0 | 5 |
| ECO | 102 | Microeconomics | 5 | 0 | 0 | 5 |
| PSY | 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| T-BUS | 232 | Sales Development | 3 | 0 | 0 | 3 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **6th Quarter — Winter** | | | | | | |
| T-BUS | 115 | Business Law I | 3 | 0 | 0 | 3 |
| ECO | 103 | Macroeconomics | 5 | 0 | 0 | 5 |
| PSY | 202 | Psychology of Adjustment | 3 | 0 | 0 | 3 |
| T-BUS | 230 | Taxes II | 3 | 0 | 0 | 3 |
| T-BUS | 123 | Business Finance | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | | |
| T-BUS | 116 | Business Law II | 3 | 0 | 0 | 3 |
| T-BUS | 239 | Marketing | 5 | 0 | 0 | 5 |
| T-BUS | 233 | Personnel Management | 3 | 0 | 0 | 3 |
| — | — | Business Technical elective | 3 | 0 | 0 | 3 |
| — | — | Business Technical elective | 3 | 0 | 0 | 3 |

**EVENING PROGRAM**

| **1st Quarter — Fall** | | | **Class** | **Lab** | **Shop** | **Credit** |
|---|---|---|---|---|---|---|
| ENG | 101 | Composition | 3 | 0 | 0 | 3 |
| T-BUS | 101 | Introduction to Business | 5 | 0 | 0 | 5 |
| T-MAT | 110 | Business Math I | 5 | 0 | 0 | 5 |
| **2nd Quarter — Winter** | | | | | | |
| T-BUS | 102 | Typewriting I | 2 | 3 | 0 | 3 |
| T-MAT | 111 | Business Math II | 3 | 0 | 0 | 3 |
| T-BUS | 110 | Business Machines | 2 | 2 | 0 | 3 |
| ENG | 104 | Technical Writing | 3 | 0 | 0 | 3 |
| | | or | | | | |
| ENG | 102 | Composition | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| SPH | 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| T-BUS | 120 | Principles of Accounting I | 3 | 2 | 0 | 4 |
| T-EDP | 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| — | — | Social Science or Humanities elective | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| T-BUS | 121 | Principles of Accounting II | 3 | 2 | 0 | 4 |
| T-EDP | 106 | Computer Science Programming/Basic | 3 | 2 | 0 | 4 |
| **5th Quarter — Fall** | | | | | | |
| PSY | 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| T-BUS | 122 | Principles of Accounting III | 3 | 2 | 0 | 4 |
| T-BUS | 272 | Principles of Supervision | 5 | 0 | 0 | 5 |
| **6th Quarter — Winter** | | | | | | |
| PSY | 202 | Psychology of Adjustment | 3 | 0 | 0 | 3 |
| T-BUS | 206 | Business Communications | 5 | 0 | 0 | 5 |
| T-BUS | 232 | Sales Development | 3 | 0 | 0 | 3 |
| T-BUS | 123 | Business Finance | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | | |
| T-BUS | 229 | Taxes I | 5 | 0 | 0 | 5 |
| T-BUS | 115 | Business Law I | 3 | 0 | 0 | 3 |
| T-BUS | 239 | Marketing | 5 | 0 | 0 | 5 |
| **8th Quarter — Summer** | | | | | | |
| ECO | 102 | Microeconomics | 5 | 0 | 0 | 5 |
| T-BUS | 230 | Taxes II | 3 | 0 | 0 | 3 |
| T-BUS | 116 | Business Law II | 3 | 0 | 0 | 3 |
| T-BUS | 233 | Personnel Management | 3 | 0 | 0 | 3 |

| 9th Quarter — Fall | | | | | | |
|---|---|---|---|---|---|---|
| ECO | 103 | Macroeconomics | 5 | 0 | 0 | 5 |
| — | — | Business Technical elective | 3 | 0 | 0 | 3 |
| — | — | Business Technical elective | 3 | 0 | 0 | 3 |

Total Credit Hours Required For Graduation - 112

**BUSINESS ADMINISTRATION MAY TAKE 6 HOURS OF ELECTIVES FROM THE FOLLOWING MAJOR ELECTIVES.**

| | | Title | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| T-BUS | 103 | Typewriting II | 2 | 3 | 0 | 3 |
| T-BUS | 104 | Typewriting III | 2 | 3 | 0 | 3 |
| T-BUS | 105 | Typewriting IV | 2 | 3 | 0 | 3 |
| T-BUS | 106 | Shorthand I | 3 | 2 | 0 | 4 |
| T-BUS | 107 | Shorthand II | 3 | 2 | 0 | 4 |
| T-BUS | 108 | Shorthand III | 3 | 2 | 0 | 4 |
| T-BUS | 112 | Filing | 3 | 0 | 0 | 3 |
| T-BUS | 209 | Executive Spelling and Terminology | 4 | 0 | 0 | 4 |
| T-BUS | 210 | Machine Transcription | 3 | 2 | 0 | 4 |
| T-BUS | 212 | Secretarial Procedures | 3 | 2 | 0 | 4 |
| T-BUS | 213 | Dictation and Transcription I | 3 | 2 | 0 | 4 |
| T-BUS | 214 | Dictation and Transcription II | 3 | 2 | 0 | 4 |
| T-BUS | 226 | Payroll Procedures | 3 | 3 | 0 | 4 |
| T-BUS | 243 | Advertising | 3 | 3 | 0 | 4 |
| T-BUS | 245 | Retailing | 3 | 3 | 0 | 4 |
| T-BUS | 247 | Business Insurance | 3 | 3 | 0 | 4 |

# CRIMINAL JUSTICE

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communication, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail and private security

## CURRICULUM BY QUARTERS

**DAY PROGRAM**

| **1st Quarter — Fall** | | **Class** | **Lab** | **Shop** | **Credit** |
|---|---|---|---|---|---|
| ENG 101 | Composition | 3 | 0 | 0 | 3 |
| T-MAT 100 | Math | 3 | 0 | 0 | 3 |
| T-CJC 101 | Introduction to Criminal Justice | 5 | 0 | 0 | 5 |
| T-BUS 102 | Typewriting I | 2 | 3 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | |
| ENG 104 | Technical Writing or ENG-102 Composition | 3 | 0 | 0 | 3 |
| T-EDP 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| T-CJC 102 | North Carolina Courts/ Probation and Parole Procedures | 4 | 0 | 0 | 4 |
| T-CJC 103 | Civil Law and Procedures | 4 | 0 | 0 | 4 |
| **3rd Quarter — Spring** | | | | | |
| SPH 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| T-CJC 104 | Criminology | 4 | 0 | 0 | 4 |
| T-CJC 105 | Forensic Science | 4 | 0 | 0 | 4 |
| T-EDP 106 | Computer Science Programming/Basic | 3 | 2 | 0 | 4 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **4th Quarter — Summer** | | | | | | |
| T-CJC | 106 | Criminal Law I | 4 | 0 | 0 | 4 |
| T-CJC | 107 | Juvenile Delinquency and Adolescent Psychology | 4 | 0 | 0 | 4 |
| T-CJC | 108 | Counseling | 4 | 0 | 0 | 4 |
| T-POL | 103 | State and Local Government | 3 | 0 | 0 | 3 |
| **5th Quarter — Fall** | | | | | | |
| PSY | 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| T-CJC | 109 | Constitutional Law | 4 | 0 | 0 | 4 |
| T-CJC | 110 | Criminal Investigation I | 4 | 0 | 0 | 4 |
| T-SOC | 108 | Current Social Problems | 3 | 0 | 0 | 3 |
| **6th Quarter — Winter** | | | | | | |
| — | — | Social Science or Humanities elective | 4 | 0 | 0 | 4 |
| T-CJC | 111 | Criminal Investigation II | 4 | 0 | 0 | 4 |
| T-CJC | 112 | Correctional Administration | 4 | 0 | 0 | 4 |
| T-CJC | 113 | Police Management | 4 | 0 | 0 | 4 |
| **7th Quarter — Spring** | | | | | | |
| **OPTION I** | | | | | | |
| T-CJC | 114 | Correctional Law | 4 | 0 | 0 | 4 |
| T-CJC | 115 | Correctional Methods | 4 | 0 | 0 | 4 |
| T-CJC | 116 | Police Problems and Practices | 4 | 0 | 0 | 4 |
| T-CJC | 117 | Criminal Law II | 4 | 0 | 0 | 4 |
| | | OR | | | | |
| **OPTION II** | | | | | | |
| *T-CJC | 119 | Basic Law Enforcement Training I | 9 | 0 | 9 | 12 |
| *T-CJC | 120 | Basic Law Enforcement Training II | 9 | 0 | 9 | 12 |
| **8th Quarter — Summer** | | | | | | |
| **OPTION I** | | | | | | |
| T-CJC | 118 | Juvenile Law: Procedures and Theory | 4 | 0 | 0 | 4 |

**EVENING PROGRAM**

| | | | | | | |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| ENG | 101 | Composition | 3 | 0 | 0 | 3 |
| T-MAT | 100 | Math | 3 | 0 | 0 | 3 |
| T-CJC | 101 | Introduction to Criminal Justice | 5 | 0 | 0 | 5 |
| T-BUS | 102 | Typewriting I | 2 | 3 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | | |
| ENG | 104 | Technical Writing or ENG-102 Composition | 3 | 0 | 0 | 3 |
| T-EDP | 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| T-CJC | 102 | North Carolina Courts/ Probation and Parole Procedures | 4 | 0 | 0 | 4 |
| T-CJC | 103 | Civil Law and Procedures | 4 | 0 | 0 | 4 |
| **3rd Quarter — Spring** | | | | | | |
| SPH | 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| T-CJC | 104 | Criminology | 4 | 0 | 0 | 4 |
| T-CJC | 105 | Forensic Science | 4 | 0 | 0 | 4 |
| T-EDP | 106 | Computer Science Programming/Basic | 3 | 2 | 0 | 4 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **4th Quarter — Summer** | | | | | | |
| T-CJC | 106 | Criminal Law I | 4 | 0 | 0 | 4 |
| T-CJC | 107 | Juvenile Delinquency and Adolescent Psychology | 4 | 0 | 0 | 4 |
| T-CJC | 108 | Counseling | 4 | 0 | 0 | 4 |
| T-POL | 103 | State and Local Government | 3 | 0 | 0 | 3 |
| **5th Quarter — Fall** | | | | | | |
| PSY | 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| T-CJC | 109 | Constitutional Law | 4 | 0 | 0 | 4 |
| T-SOC | 108 | Current Social Problems | 3 | 0 | 0 | 3 |
| T-CJC | 110 | Criminal Investigation I | 4 | 0 | 0 | 4 |
| **6th Quarter — Winter** | | | | | | |
| — | — | Social Science or Humanities elective | 4 | 0 | 0 | 4 |
| T-CJC | 111 | Criminal Investigation II | 4 | 0 | 0 | 4 |
| T-CJC | 112 | Correctional Administration | 4 | 0 | 0 | 4 |
| T-CJC | 113 | Police Management | 4 | 0 | 0 | 4 |
| **7th Quarter — Spring** | | | | | | |
| **OPTION I** | | | | | | |
| T-CJC | 114 | Correctional Law | 4 | 0 | 0 | 4 |
| T-CJC | 115 | Correctional Methods | 4 | 0 | 0 | 4 |
| T-CJC | 116 | Police Problems and Practices | 4 | 0 | 0 | 4 |
| T-CJC | 117 | Criminal Law II | 4 | 0 | 0 | 4 |
| | | OR | | | | |
| **OPTION II** | | | | | | |
| *T-CJC | 119 | Basic Law Enforcement Training I | 9 | 0 | 9 | 12 |
| **8th Quarter — Summer** | | | | | | |
| **OPTION I** | | | | | | |
| T-CJC | 118 | Juvenile Law: Procedures and Theory | 4 | 0 | 0 | 4 |
| | | OR | | | | |
| **OPTION II** | | | | | | |
| *T-CJC | 120 | Basic Law Enforcement Training II | 9 | 0 | 9 | 12 |

*Required Courses for State Certification

Total Credit Hours Required for Graduation — 110

# EARLY CHILDHOOD ASSOCIATE

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

## CURRICULUM BY QUARTERS

### DAY AND EVENING PROGRAM

| | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | |
| ENG 101 | Composition | 3 | 0 | 0 | 3 |
| T-EDU 124 | Introduction to Early Childhood Education | 3 | 0 | 0 | 3 |
| PSY 105 | Human Growth and Development I | 3 | 0 | 0 | 3 |
| T-MAT 100 | Math | 3 | 0 | 0 | 3 |
| T-EDU 130 | Creative Activities | 3 | 0 | 0 | 3 |
| **2nd Quarter — Winter** | | | | | |
| T-EDU 177 | Seminar Practicum: Guiding Young Children | 3 | 0 | 3 | 4 |
| PSY 106 | Human Growth and Development II | 3 | 0 | 0 | 3 |
| ENG 104 | Technical Writing or ENG-102 Composition | 3 | 0 | 0 | 3 |
| T-SOC 105 | Family Process | 3 | 0 | 0 | 3 |
| T-EDU 132 | Methods and Materials of Teaching Reading | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | |
| T-EDU 178 | Seminar/Practicum: Observing Young Children | 3 | 0 | 3 | 4 |
| SPH 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| PSY 107 | Human Growth and Development III | 3 | 0 | 0 | 3 |
| T-HEA 101 | Human Ecology | 3 | 0 | 0 | 3 |
| — — | Social Science or Humanities elective | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | |
| T-EDU 114 | Audio Visual Instruction | 4 | 0 | 0 | 4 |
| T-EDU 126 | Child Guidance | 3 | 0 | 0 | 3 |
| T-EDU 131 | Methods and Materials of Teaching Math | 3 | 0 | 0 | 3 |
| T-EDU 133 | Children's Literature | 3 | 0 | 0 | 3 |
| T-HUM 100 | Readings In Contemporary Topics | 4 | 0 | 0 | 4 |
| **5th Quarter — Fall** | | | | | |
| T-EDU 179 | Seminar/Practicum: Working In the Schools | 3 | 0 | 20 | 5 |
| T-EDU 232 | Special Problems In Early Childhood Education | 3 | 0 | 0 | 3 |
| T-EDU 134 | Movement and Music | 3 | 0 | 0 | 3 |
| PSY 121 | Exceptional Children I | 3 | 0 | 0 | 3 |

| | | | | | |
|---|---|---|---|---|---|
| **6th Quarter — Winter** | | | | | |
| T-EDU 180 | Seminar/Practicum: Working With Exceptional Children | 3 | 0 | 20 | 5 |
| T-NUT 102 | Nutrition for Young Children | 3 | 0 | 0 | 3 |
| T-EDU 135 | Science and Social Studies For Young Children | 3 | 0 | 0 | 3 |
| PSY 122 | Exceptional Children II | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | |
| T-EDU 181 | Seminar/Practicum: Working In Day Care | 3 | 0 | 20 | 5 |
| T-EDU 231 | Community Resources | 3 | 0 | 0 | 3 |
| T-EDU 230 | Current Issues In Day Care | 3 | 0 | 0 | 3 |
| T-EDU 228 | Organization and Administration of Day Care | 3 | 0 | 0 | 3 |

Total Credit Hours Required for Graduation - 108

# GENERAL EDUCATION

The General Education curriculum is designed to provide intellectual growth and enrichment for the individual. The program provides basic exposure to the liberal arts and enables studies to be tailored to meet the student's specific interest. Studies in general education also benefit those students who desire to expand their knowledge and understanding of the world.

## CURRICULUM BY QUARTERS

**DAY AND EVENING PROGRAM**

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| ENG | 101 | Composition | 3 | 0 | 0 | 3 |
| HIS | 101 | Western Civilization | 3 | 0 | 0 | 3 |
| PSY | 201 | Introduction To Psychology | 3 | 0 | 0 | 3 |
| ART | 101 | Art Appreciation | 5 | 0 | 0 | 5 |
| **2nd Quarter — Winter** | | | | | | |
| ENG | 102 | Composition | 3 | 0 | 0 | 3 |
| HIS | 102 | Western Civilization | 3 | 0 | 0 | 3 |
| PSY | 202 | Psychology of Adjustment | 3 | 0 | 0 | 3 |
| MAT | 101 | College Math | 5 | 0 | 0 | 5 |
| **3rd Quarter — Spring** | | | | | | |
| ENG | 103 | Composition | 3 | 0 | 0 | 3 |
| HIS | 103 | Western Civilization | 3 | 0 | 0 | 3 |
| MAT | 102 | College Algebra | 5 | 0 | 0 | 5 |
| SPH | 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| **4th Quarter — Summer** | | | | | | |
| | | Elective | 5 | 0 | 0 | 5 |
| | | Elective | 3 | 0 | 0 | 3 |
| | | Elective | 5 | 0 | 0 | 5 |
| **5th Quarter — Fall** | | | | | | |
| SCI | 101 | General Science or BIO-101 General Biology | 4 | 2 | 0 | 5 |
| ENG | 201, 202 | English Literature or ENG-203, 204 American Literature | 3 | 0 | 0 | 3 |
| ECO | 102 | Microeconomics | 5 | 0 | 0 | 5 |
| **6th Quarter — Winter** | | | | | | |
| SCI | 102 | General Science or BIO-102 General Biology | 4 | 2 | 0 | 5 |
| ENG | 201, 202 | English Literature or ENG-203, 204 American Literature | 3 | 0 | 0 | 3 |
| ECO | 103 | Macroeconomics | 5 | 0 | 0 | 5 |
| **7th Quarter** | | | | | | |
| ENG | 201, 202 | English Literature or ENG-203, 204 American Literature | 3 | 0 | 0 | 3 |
| GEO | 103 | Cultural Geography or GEO—104 Physical Geography | 5 | 0 | 0 | 5 |
| | | Elective | 5 | 0 | 0 | 5 |

Total Credit Hours Required For Graduation - 96

General Education Elective Options:

| | | | | | | |
|---|---|---|---|---|---|---|
| REL | 105 | World Religions | 5 | 0 | 0 | 5 |
| HIS | 201 | American History | 5 | 0 | 0 | 5 |
| HIS | 202 | American History | 5 | 0 | 0 | 5 |
| SOC | 107 | Influences of the Mass Media | 3 | 0 | 0 | 3 |
| GEO | 103 | Cultural Geography | 5 | 0 | 0 | 5 |
| GEO | 104 | Physical Geography | 5 | 0 | 0 | 5 |
| ENG | 201 | English Literature | 3 | 0 | 0 | 3 |
| ENG | 202 | English Literature | 3 | 0 | 0 | 3 |
| ENG | 203 | American Literature | 3 | 0 | 0 | 3 |
| ENG | 204 | American Literature | 3 | 0 | 0 | 3 |
| PSY | 105 | Human Growth and Development I | 3 | 0 | 0 | 3 |
| PSY | 106 | Human Growth and Development II | 3 | 0 | 0 | 3 |
| PSY | 107 | Human Growth and Development III | 3 | 0 | 0 | 3 |
| PSY | 121 | Exceptional Children I | 3 | 0 | 0 | 3 |
| PSY | 122 | Exceptional Children II | 3 | 0 | 0 | 3 |
| | | | 18 | 0 | 0 | 18 |

# GUNSMITHING

The Gunsmithing curriculum is designed to prepare the student to diagnose malfunctions, to determine the best method of repair and to develop skills in the repair of firearms. The individual will be taught skills in metalworking and finishing, woodworking and finishing as applicable to gunsmithing, servicing, and repair and the laws and regulations governing firearms and businesses.

The curriculum provides the knowledge and skills necessary for individuals to be employed in the field by a gunsmith, sporting goods store or enter their own business.

## CURRICULUM BY QUARTERS

**DAY PROGRAM**

**FIRST YEAR**

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| GSM | 1001 | Gunsmithing Tools | 4 | 0 | 18 | 10 |
| GSM | 1002 | Basic Machine Processes | 2 | 0 | 6 | 4 |
| **2nd Quarter — Winter** | | | | | | |
| GSM | 1003 | Firearms Blueing | 2 | 0 | 9 | 5 |
| GSM | 1004 | General Repair | 3 | 0 | 9 | 6 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| GSM | 1005 | Reloading and Sight Mounting | 2 | 0 | 6 | 4 |
| GSM | 1006 | Barrel Threading and Chambering | 3 | 0 | 9 | 6 |
| WLD | 1101 | Basic Welding | 2 | 0 | 6 | 4 |
| **4th Quarter — Summer** | | | | | | |
| GSM | 1007 | Stock Making: Through Bolt Style | 2 | 0 | 9 | 5 |
| GSM | 1008 | Stock Making: Tang Style | 2 | 0 | 12 | 6 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |

**SECOND YEAR**

| | | | | | | |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| GSM | 1109 | Rifle Stock Making: Classic Style | 4 | 0 | 24 | 12 |
| **2nd Quarter — Winter** | | | | | | |
| GSM | 1110 | Rifle Stock Making: California Style | 4 | 0 | 24 | 12 |
| **3rd Quarter — Spring** | | | | | | |
| GSM | 1111 | Custom Alterations | 2 | 0 | 12 | 6 |
| GSM | 1112 | Advanced Blueing | 3 | 0 | 9 | 6 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| GSM | 1113 | Shotgun Repair | 2 | 0 | 9 | 5 |
| GSM | 1114 | Rifle Repair | 3 | 0 | 9 | 6 |
| GSM | 1115 | Pistol Smithing | 2 | 0 | 6 | 4 |

**EVENING PROGRAM**

| | | | | | | |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| GSM | 1001a | Gunsmithing Tools | 3 | 0 | 12 | 7 |
| **2nd Quarter — Winter** | | | | | | |
| GSM | 1001b | Gunsmithing Tools | 1 | 0 | 6 | 3 |
| GSM | 1002 | Basic Machine Processes | 2 | 0 | 6 | 4 |
| **3rd Quarter — Spring** | | | | | | |
| GSM | 1006 | Barrel Threading and Chambering | 3 | 0 | 9 | 6 |
| **4th Quarter — Summer** | | | | | | |
| GSM | 1004 | General Repair | 3 | 0 | 9 | 6 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| **5th Quarter — Fall** | | | | | | |
| GSM | 1005 | Reloading and Sight Mounting | 2 | 0 | 6 | 4 |
| WLD | 1101 | Basic Welding | 2 | 0 | 6 | 4 |
| **6th Quarter — Winter** | | | | | | |
| GSM | 1003 | Firearms Blueing | 2 | 0 | 9 | 5 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | | |
| GSM | 1007 | Stock Making: Through Bolt Style | 2 | 0 | 9 | 5 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **8th Quarter — Summer** | | | | | | |
| GSM | 1008 | Stock Making: Tang Style | 2 | 0 | 12 | 6 |
| **9th Quarter — Fall** | | | | | | |
| GSM | 1109a | Rifle Stock Making: Classic Style | 2 | 0 | 12 | 6 |
| **10th Quarter — Winter** | | | | | | |
| GSM | 1109b | Rifle Stock Making: Classic Style | 2 | 0 | 12 | 6 |
| **11th Quarter — Spring** | | | | | | |
| GSM | 1110a | Rifle Stock Making: California Style | 2 | 0 | 12 | 6 |
| **12th Quarter — Summer** | | | | | | |
| GSM | 1110b | Rifle Stock Making: California Style | 2 | 0 | 12 | 6 |
| **13th Quarter — Fall** | | | | | | |
| GSM | 1111 | Custom Alterations | 2 | 0 | 12 | 6 |
| **14th Quarter — Winter** | | | | | | |
| GSM | 1112 | Advanced Blueing | 3 | 0 | 9 | 6 |
| **15th Quarter — Spring** | | | | | | |
| GSM | 1113 | Shotgun Repair | 2 | 0 | 9 | 5 |
| GSM | 1114a | Rifle Repair | 1 | 0 | 3 | 2 |
| **16th Quarter — Summer** | | | | | | |
| GSM | 1114b | Rifle Repair | 2 | 0 | 6 | 4 |
| GSM | 1115 | Pistol Smithing | 2 | 0 | 6 | 4 |

Total Contact Hours in Program - 2508
Total Credit Hours Required for Graduation - 110

# METAL ENGRAVING

Metal Engraving is a vocation demanding superior eye-hand coordination and artistic vision. As an occupational regimen of study, Metal Engraving covers the entire spectrum of metal embellishment using the graver's hammer and chisel, power engraving devices, acid etching, enlaying of precious metals and jewels into a metal base, bas-relief graving and sinking of scenes into the medium.

The accomplished engraver is at home in any metallic medium but the predominant metal of choice is steel and the major area of endeavor is the embellishment of sporting arms, accessories and jewelry.

Occupationally, the skills of the engraver are applicable to gold smithing, silver smithing, gunsmithing, tool and die trades, printing plates, jewelry and any area where the embellishment of metal is required.

Such a course of study would cover these areas and the successful student would be able to apply the skills learned to a vocational effort of his or her choice.

## CURRICULUM BY QUARTERS

### DAY PROGRAM

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| MEG | 1101 | Metal Engraving: Tools, Terms, and Procedures | 2 | 0 | 6 | 4 |
| MEG | 1102 | Metal Engraving: Scrolls and Letters | 3 | 0 | 9 | 6 |
| ART | 1003 | Calligraphy | 1 | 2 | 0 | 2 |
| ART | 1001 | Drawing | 2 | 4 | 0 | 4 |
| **2nd Quarter — Winter** | | | | | | |
| MEG | 1103 | Metal Engraving: Scenes | 2 | 0 | 9 | 5 |
| MEG | 1104 | Metal Engraving: Bolino | 1 | 0 | 6 | 3 |
| ART | 1002 | Two and Three Dimensional Design | 2 | 4 | 0 | 4 |
| MEC | 1001 | Basic Metallurgy | 3 | 2 | 0 | 4 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| MEG | 1105 | Metal Engraving: Inlays | 3 | 0 | 12 | 7 |
| MEC | 1002 | Metal Finishing | 1 | 0 | 6 | 3 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| MEG | 1106 | Metal Engraving: Inlay Sculpting | 2 | 0 | 6 | 4 |
| MEG | 1107 | Metal Engraving Applications | 3 | 0 | 9 | 6 |
| PHO | 1001 | Basic Photography | 2 | 0 | 3 | 3 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |

### EVENING PROGRAM

| | | | | | | |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| MEG | 1101 | Metal Engraving: Tools, Terms, and Procedures | 2 | 0 | 6 | 4 |
| ART | 1001 | Drawing | 2 | 4 | 0 | 4 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **2nd Quarter — Winter** | | | | | | |
| MEG | 1102 | Metal Engraving: Scrolls and Letters | 3 | 0 | 9 | 6 |
| ART | 1003 | Calligraphy | 1 | 2 | 0 | 2 |
| **3rd Quarter — Spring** | | | | | | |
| MEG | 1103 | Metal Engraving: Scenes | 2 | 0 | 9 | 5 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| MEG | 1104 | Metal Engraving: Bolino | 1 | 0 | 6 | 3 |
| ART | 1002 | Two and Three Dimensional Design | 2 | 4 | 0 | 4 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| **5th Quarter — Fall** | | | | | | |
| MEG | 1105 | Metal Engraving: Inlays | 3 | 0 | 12 | 7 |
| **6th Quarter — Winter** | | | | | | |
| MEC | 1101 | Basic Metallurgy | 3 | 2 | 0 | 4 |
| MEG | 1106 | Metal Engraving: Inlay Sculpting | 2 | 0 | 6 | 4 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | | |
| MEC | 1002 | Metal Finishing | 1 | 0 | 6 | 3 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| PHO | 1001 | Basic Photography | 2 | 0 | 3 | 3 |
| **8th Quarter — Summer** | | | | | | |
| MEG | 1107 | Engraving Applications | 3 | 0 | 9 | 6 |

Total Contact Hours in Program - 1287
Total Credit Hours Required for Graduation - 67

# POTTERY PRODUCTION

The Pottery Production curriculum is a training program to prepare individuals for employment in pottery or pottery-related fields. The program combines the study of all aspects of pottery with hands-on practice to develop skills. The potter must know about clay composition, glaze calculation, types and construction of kilns, organization of a ceramic shop, and business and marketing procedures. The potter must be able to throw and hand build pottery, prepare and apply glazes, create surface decoration, and fire a kiln.

Employment opportunities exist in pottery production operation or graduates may choose to set up their own business.

## CURRICULUM BY QUARTERS

**DAY PROGRAM**

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| CER | 1001 | Clay Properties and Uses | 2 | 0 | 6 | 4 |
| CER | 1002 | Wheel Thrown Shapes I | 2 | 0 | 6 | 4 |
| CER | 1003 | Glazing and Decorative Techniques | 2 | 0 | 6 | 4 |
| ART | 1001 | Drawing | 2 | 4 | 0 | 4 |
| **2nd Quarter — Winter** | | | | | | |
| CER | 1004 | Wheel Thrown Shapes II | 2 | 0 | 6 | 4 |
| CER | 1005 | Multiple Forms I | 2 | 0 | 6 | 4 |
| CER | 1006 | Glaze Formulation | 2 | 0 | 6 | 4 |
| ART | 1002 | Two and Three Dimensional Design | 2 | 4 | 0 | 4 |
| **3rd Quarter — Spring** | | | | | | |
| CER | 1007 | Multiple Forms II | 2 | 0 | 6 | 4 |
| CER | 1008 | Studio Problems | 2 | 0 | 6 | 4 |
| CER | 1009 | Pottery Production Techniques | 2 | 0 | 6 | 4 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| CER | 1010 | Kiln Construction | 1 | 0 | 6 | 3 |
| CER | 1011 | Studio Methods | 1 | 0 | 6 | 3 |
| CER | 1012 | Set Production | 2 | 0 | 6 | 4 |
| PHO | 1001 | Basic Photography | 2 | 0 | 3 | 3 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |

**EVENING PROGRAM**

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| ART | 1001 | Drawing | 2 | 4 | 0 | 4 |
| CER | 1001 | Clay Properties and Uses | 2 | 0 | 6 | 4 |
| **2nd Quarter — Winter** | | | | | | |
| CER | 1002 | Wheel Thrown Shapes I | 2 | 0 | 6 | 4 |
| CER | 1003 | Glazing and Decorative Techniques | 2 | 0 | 6 | 4 |
| **3rd Quarter — Spring** | | | | | | |
| CER | 1004 | Wheel Thrown Shapes II | 2 | 0 | 6 | 4 |
| CER | 1005 | Multiple Forms I | 2 | 0 | 6 | 4 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **4th Quarter — Summer** | | | | | | |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| ART | 1002 | Two and Three Dimensional Design | 2 | 4 | 0 | 4 |
| CER | 1007 | Multiple Forms II | 2 | 0 | 6 | 4 |
| **5th Quarter — Fall** | | | | | | |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| CER | 1008 | Studio Problems | 2 | 0 | 6 | 4 |
| **6th Quarter — Winter** | | | | | | |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| CER | 1011 | Studio Methods | 1 | 0 | 6 | 3 |
| **7th Quarter — Spring** | | | | | | |
| PHO | 1001 | Basic Photography | 2 | 0 | 3 | 3 |
| CER | 1009 | Pottery Production Techniques | 2 | 0 | 6 | 4 |
| CER | 1010 | Kiln Construction | 1 | 0 | 6 | 3 |
| **8th Quarter — Summer** | | | | | | |
| CER | 1006 | Glaze Formulations | 2 | 0 | 6 | 4 |
| CER | 1012 | Set Production | 2 | 0 | 6 | 4 |

Requirement for Diploma: During the final quarter of enrollment students are required to present their work in a gallery or show.

Total Contact Hours in Program - 1320
Total Credit Hours Required for Graduation - 66

# PRACTICAL NURSE EDUCATION

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina **Nursing Practice Act**, 1981: (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimen; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctor's offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

## CURRICULUM BY QUARTERS

**DAY PROGRAM**

| | | | Class | Lab | Clinical | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| NUR | 1101 | Fundamentals of Nursing | 7 | 4* | 3* | 8 |
| NUT | 1102 | Nutrition and Diet Therapy | 3 | 0 | 0 | 3 |
| PSY | 110 | Principles of Psychology | 3 | 0 | 0 | 3 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| BIO | 104 | Anatomy and Physiology I | 4 | 2 | 0 | 5 |
| **2nd Quarter — Winter** | | | | | | |
| NUR | 1111 | Nursing Adults and Children I | 6 | 0 | 12 | 10 |
| PNE | 1110 | Drug Dosage and Terminology | 3 | 0 | 0 | 3 |
| PSY | 111 | Human Growth and Development-Life Span | 3 | 0 | 0 | 3 |
| BIO | 105 | Anatomy and Physiology II | 4 | 2 | 0 | 5 |
| **3rd Quarter — Spring** | | | | | | |
| NUR | 1112 | Nursing Adults and Children II | 8 | 0 | 18 | 14 |
| PNE | 1111 | Pharmacology | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| NUR | 1113 | Nursing Adults and Children III | 8* | 0 | 18* | 7 |
| NUR | 1114 | Maternal and Newborn Nursing | 8* | 0 | 18* | 7 |
| PNE | 1104 | Nursing Seminar | 3 | 0 | 0 | 3 |

* Five and ½ weeks each

Total Contact Hours in Program - 1248.5
Total Credit Hours Required for Graduation - 77

# SECRETARIAL SCIENCE

The purposes of the Secretarial-Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an education program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

## CURRICULUM BY QUARTERS

### DAY PROGRAM — DEGREE OPTION

| | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| **1st Quarter — Fall** | | | | | | |
| T-BUS | 102 | Typewriting I | 2 | 3 | 0 | 3 |
| ENG | 101 | Composition | 3 | 0 | 0 | 3 |
| T-MAT | 110 | Business Math I | 5 | 0 | 0 | 5 |
| T-BUS | 101 | Introduction to Business | 5 | 0 | 0 | 5 |
| **2nd Quarter — Winter** | | | | | | |
| T-BUS | 103 | Typewriting II | 2 | 3 | 0 | 3 |
| T-BUS | 120 | Principles of Accounting I | 3 | 2 | 0 | 4 |
| T-BUS | 110 | Business Machines | 2 | 2 | 0 | 3 |
| T-BUS | 106 | Shorthand I | 3 | 2 | 0 | 4 |
| ENG | 104 | Technical Writing | 3 | 0 | 0 | 3 |
| | | or | | | | |
| ENG | 102 | Composition | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| T-BUS | 104 | Typewriting III | 2 | 3 | 0 | 3 |
| T-BUS | 107 | Shorthand II | 3 | 2 | 0 | 4 |
| SPH | 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| — | — | Social Science or Humanities elective | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| T-BUS | 105 | Typewriting IV | 2 | 3 | 0 | 3 |
| T-BUS | 108 | Shorthand III | 3 | 2 | 0 | 4 |
| T-BUS | 206 | Business Communications | 5 | 0 | 0 | 5 |
| T-BUS | 272 | Principles of Supervision | 5 | 0 | 0 | 5 |
| **5th Quarter — Fall** | | | | | | |
| PSY | 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| T-BUS | 213 | Dictation & Transcription I | 3 | 2 | 0 | 4 |
| T-BUS | 229 | Taxes I | 5 | 0 | 0 | 5 |
| ECO | 102 | Microeconomics or ECO 103 Macroeconomics | 5 | 0 | 0 | 5 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **6th Quarter — Winter** | | | | | | |
| PSY | 202 | Psychology of Adjustment | 3 | 0 | 0 | 3 |
| T-BUS | 214 | Dictation & Transcription II | 3 | 2 | 0 | 4 |
| T-BUS | 115 | Business Law I | 3 | 0 | 0 | 3 |
| T-EDP | 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| T-BUS | 210 | Machine Transcription | 3 | 2 | 0 | 4 |
| **7th Quarter — Spring** | | | | | | |
| T-BUS | 209 | Executive Spelling & Terminology | 4 | 0 | 0 | 4 |
| T-BUS | 215 | Word Processing | 3 | 2 | 0 | 4 |
| T-BUS | 212 | Secretarial Procedures | 3 | 2 | 0 | 4 |
| T-BUS | 112 | Filing | 3 | 0 | 0 | 3 |

**DAY PROGRAM — DIPLOMA OPTION**

| **1st Quarter — Fall** | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| T-BUS | 102 | Typewriting I | 2 | 3 | 0 | 3 |
| ENG | 101 | Composition | 3 | 0 | 0 | 3 |
| PSY | 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| T-BUS | 101 | Introduction to Business | 5 | 0 | 0 | 5 |
| T-MAT | 110 | Business Math I | 5 | 0 | 0 | 5 |
| **2nd Quarter — Winter** | | | | | | |
| T-BUS | 103 | Typewriting II | 2 | 3 | 0 | 3 |
| T-BUS | 110 | Business Machines | 2 | 2 | 0 | 3 |
| T-BUS | 120 | Principles of Accounting I | 3 | 2 | 0 | 4 |
| T-BUS | 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| T-BUS | 104 | Typewriting III | 2 | 3 | 0 | 3 |
| SPH | 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| T-BUS | 212 | Secretarial Procedures | 3 | 2 | 0 | 4 |
| T-BUS | 112 | Filing | 3 | 0 | 0 | 3 |
| T-BUS | 209 | Executive Spelling & Terminology | 4 | 0 | 0 | 4 |
| **4th Quarter — Summer** | | | | | | |
| T-BUS | 206 | Business Communications | 5 | 0 | 0 | 5 |
| T-BUS | 215 | Word Processing | 3 | 2 | 0 | 4 |
| T-BUS | 105 | Typewriting IV | 2 | 3 | 0 | 3 |
| T-BUS | 210 | Machine Transcription | 3 | 2 | 0 | 4 |

**EVENING PROGRAM — DEGREE OPTION**

| **1st Quarter — Fall** | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| ENG | 101 | Composition | 3 | 0 | 0 | 3 |
| T-BUS | 101 | Introduction to Business | 5 | 0 | 0 | 5 |
| T-MAT | 110 | Business Math I | 5 | 0 | 0 | 5 |
| **2nd Quarter — Winter** | | | | | | |
| T-BUS | 102 | Typewriting I | 2 | 3 | 0 | 3 |
| T-BUS | 110 | Business Machines | 2 | 2 | 0 | 3 |
| ENG | 104 | Technical Writing | 3 | 0 | 0 | 3 |
| | | or | | | | |
| ENG | 102 | Composition | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| SPH | 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| T-EDP | 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| T-BUS | 103 | Typewriting II | 2 | 3 | 0 | 3 |
| — | — | Social Science or Humanities elective | 3 | 0 | 0 | 3 |

| | | | | | |
|---|---|---|---|---|---|
| **4th Quarter — Summer** | | | | | |
| T-BUS 120 | Principles of Accounting I | 3 | 2 | 0 | 4 |
| T-BUS 104 | Typewriting III | 2 | 3 | 0 | 3 |
| **5th Quarter — Fall** | | | | | |
| T-BUS 272 | Principles of Supervision | 5 | 0 | 0 | 5 |
| PSY 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |
| T-BUS 105 | Typewriting IV | 2 | 3 | 0 | 3 |
| **6th Quarter — Winter** | | | | | |
| PSY 202 | Psychology of Adjustment | 3 | 0 | 0 | 3 |
| T-BUS 206 | Business Communications | 5 | 0 | 0 | 5 |
| T-BUS 106 | Shorthand I | 3 | 2 | 0 | 4 |
| **7th Quarter — Spring** | | | | | |
| T-BUS 229 | Taxes I | 5 | 0 | 0 | 5 |
| T-BUS 115 | Business Law I | 3 | 0 | 0 | 3 |
| T-BUS 107 | Shorthand II | 3 | 2 | 0 | 4 |
| **8th Quarter — Summer** | | | | | |
| ECO 102 | Microeconomics or ECO 103 Macroeconomics | 5 | 0 | 0 | 5 |
| T-BUS 108 | Shorthand III | 3 | 2 | 0 | 4 |
| **9th Quarter — Fall** | | | | | |
| T-BUS 213 | Dictation & Transcription I | 3 | 2 | 0 | 4 |
| T-BUS 215 | Word Processing | 3 | 2 | 0 | 4 |
| **10th Quarter — Winter** | | | | | |
| T-BUS 214 | Dictation & Transcription II | 3 | 2 | 0 | 4 |
| T-BUS 112 | Filing | 3 | 0 | 0 | 3 |
| T-BUS 209 | Executive Spelling & Terminology | 4 | 0 | 0 | 4 |
| **11th Quarter — Spring** | | | | | |
| T-BUS 210 | Machine Transcription | 3 | 2 | 0 | 4 |
| T-BUS 212 | Secretarial Procedures | 3 | 2 | 0 | 4 |

**EVENING PROGRAM — DIPLOMA OPTION**

| **1st Quarter — Fall** | | **Class** | **Lab** | **Shop** | **Credit** |
|---|---|---|---|---|---|
| ENG 101 | Composition | 3 | 0 | 0 | 3 |
| T-BUS 101 | Introduction to Business | 5 | 0 | 0 | 5 |
| T-MAT 110 | Business Math I | 5 | 0 | 0 | 5 |
| **2nd Quarter — Winter** | | | | | |
| T-BUS 102 | Typewriting I | 2 | 3 | 0 | 3 |
| T-BUS 110 | Business Machines | 2 | 2 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | |
| SPH 105 | Effective Speaking | 5 | 0 | 0 | 5 |
| T-EDP 105 | Introduction to Computer Science | 3 | 0 | 0 | 3 |
| T-BUS 103 | Typewriting II | 2 | 3 | 0 | 3 |
| **4th Quarter — Summer** | | | | | |
| T-BUS 104 | Typewriting III | 2 | 3 | 0 | 3 |
| T-BUS 120 | Principles of Accounting I | 3 | 2 | 0 | 4 |
| **5th Quarter — Fall** | | | | | |
| T-BUS 105 | Typewriting IV | 2 | 3 | 0 | 3 |
| T-BUS 215 | Word Processing | 3 | 2 | 0 | 4 |
| PSY 201 | Introduction to Psychology | 3 | 0 | 0 | 3 |

| | | | | | |
|---|---|---|---|---|---|
| **6th Quarter — Winter** | | | | | |
| T-BUS 209 | Executive Spelling & Terminology | 4 | 0 | 0 | 4 |
| T-BUS 206 | Business Communications | 5 | 0 | 0 | 5 |
| T-BUS 112 | Filing | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | |
| T-BUS 212 | Secretarial Procedures | 3 | 2 | 0 | 4 |
| T-BUS 210 | Machine Transcription | 3 | 2 | 0 | 4 |

Total Credit Hours Required for Graduation (Degree) - 114
Total Credit Hours Required for Graduation (Diploma) - 67

# TAXIDERMY

The Taxidermy curriculum is designed to develop skills in the permanent preservation of fish, fowl and game animals. Related subjects are also included for a better understanding of natural habitat and ecology.

Opportunities exist for graduates of the Taxidermy curriculum to set up their own businesses. In addition, other job opportunities can be found in sport shops, game preserves, museums of natural history and private businesses.

## CURRICULUM BY QUARTERS

### DAY PROGRAM

| 1st Quarter — Fall | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| TXY | 1101 | Taxidermy: Fish | 4 | 0 | 12 | 8 |
| TXY | 1102 | Fish Coloration | 2 | 0 | 6 | 4 |
| ART | 1001 | Drawing | 2 | 4 | 0 | 4 |
| **2nd Quarter — Winter** | | | | | | |
| TXY | 1103 | Taxidermy: Large Furbearing Animals | 3 | 0 | 9 | 6 |
| TXY | 1104 | Taxidermy: Small Furbearing Animals | 3 | 0 | 9 | 6 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| **3rd Quarter — Spring** | | | | | | |
| TXY | 1105 | Taxidermy: Birds | 4 | 0 | 12 | 8 |
| TXY | 1106 | Casting and Panel Production | 2 | 0 | 6 | 4 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| T-PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| TXY | 1107 | Taxidermy Application | 3 | 0 | 9 | 6 |
| TXY | 1108 | Taxidermy: Reptiles | 3 | 0 | 6 | 5 |
| PHO | 1001 | Basic Photography | 2 | 0 | 3 | 3 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |

### EVENING PROGRAM

| 1st Quarter — Fall | | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|---|
| TXY | 1102 | Fish Coloration | 2 | 0 | 6 | 4 |
| ART | 1001 | Drawing | 2 | 4 | 0 | 4 |
| **2nd Quarter — Winter** | | | | | | |
| TXY | 1101 | Taxidermy: Fish | 4 | 0 | 12 | 8 |
| **3rd Quarter — Spring** | | | | | | |
| TXY | 1104 | Taxidermy: Small Furbearing Animals | 3 | 0 | 9 | 6 |
| MAT | 1101 | Math Skills | 3 | 0 | 0 | 3 |
| **4th Quarter — Summer** | | | | | | |
| TXY | 1108 | Taxidermy: Reptiles | 3 | 0 | 6 | 5 |
| ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| **5th Quarter — Fall** | | | | | | |
| TXY | 1105 | Taxidermy: Birds | 4 | 0 | 12 | 8 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **6th Quarter — Winter** | | | | | | |
| TXY | 1103 | Taxidermy: Large Furbearing Animals | 3 | 0 | 9 | 6 |
| T—PSY | 150 | Interpersonal Relations | 3 | 0 | 0 | 3 |
| **7th Quarter — Spring** | | | | | | |
| TXY | 1106 | Casting and Panel Production | 2 | 0 | 6 | 4 |
| T-BUS | 111 | Small Business Operations | 3 | 0 | 0 | 3 |
| PHO | 1001 | Basic Photography | 2 | 0 | 3 | 3 |
| **8th Quarter — Summer** | | | | | | |
| TXY | 1107 | Taxidermy Applications | 3 | 0 | 9 | 6 |

Total Contact Hours in Program - 1276
Total Hours Required for Graduation - 66

# COURSE DESCRIPTIONS

| | | Class | Lab | Shop/ Clinical | Credit |
|---|---|---|---|---|---|
| **AHR 1121** | **PRINCIPLES OF REFRIGERATION** | 3 | 0 | 9 | 6 |

The course is an introduction to the principles of refrigeration. Terminology, the use and care of tools and equipment, and the identification and the function of component parts of refrigeration systems are covered. Practical work with hand tools, materials, piping, and ductwork is given to develop basic skills in the installation of refrigeration systems. Standard procedures and safety measuring are stressed.
Prerequisite: none

| | | | | | |
|---|---|---|---|---|---|
| **AHR 1122** | **AIR CONDITIONING AND REFRIGERATION SCHEMATICS AND DIAGRAMS** | 2 | 2 | 0 | 3 |

This course includes a study of the symbols, the basic principles of lines, view, and dimensioning procedures used in wiring diagrams. Instruction and service manuals, charts and blueprints which are common to the trade will be covered. The more commonly used control components, their symbols, and function in the control system will be emphasized.
Prerequisite: none

| | | | | | |
|---|---|---|---|---|---|
| **AHR 1123** | **AUTOMATIC CONTROLS** | 2 | 0 | 6 | 4 |

Types of automatic controls and their function in heating and cooling systems will be covered. Included in the course will be electric, electronic, mechanical, and pneumatic controls for domestic and commercial heating and cooling zone controls. Commercial refrigeration controls, and radiant panel controls will also be covered.
Prerequisite: none

| | | | | | |
|---|---|---|---|---|---|
| **AHR 1124** | **DOMESTIC AND COMMERCIAL REFRIGERATION** | 3 | 0 | 9 | 6 |

The course covers the domestic refrigeration servicing of conventional, hermetic systems. Cabinet care, controls, and systems maintenance in window air conditioning units and domestic refrigerators and freezers are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. A study of controls, refrigerants, heat reclamation maintenance, and servicing methods is made.
Prerequisite: none

| | | | | | |
|---|---|---|---|---|---|
| **AHR 1125** | **AIR COOLING AND HEATING SYSTEMS** | 3 | 0 | 9 | 6 |

The course covers various heating, cooling, and ventilating systems. The use and care of tools, use of measuring instruments and equipment, and ductwork installation are examined. Air conditioning equipment is selected, assembled, installed, wired, caliberated, and tested.
Prerequisite: none

| | | | | | |
|---|---|---|---|---|---|
| **AHR 1126** | **SOLAR HEATING SYSTEMS** | 2 | 0 | 6 | 4 |

This is a basic course in the study and use of solar energy for the purpose of space and hot water heating. Included will be a study of the advantages and disadvantages of solar energy usage, the latitudinal and seasonal variation of solar radiation and the use of solar installation tables. A study will be made of the best application of collectors, storage requirements, piping and duct schematics for typical systems, flow rates, terminology, and the use of tools and equipment.
Prerequisite: none

| | | | | | |
|---|---|---|---|---|---|
| **AHR 1127** | **AUTOMOTIVE AIR CONDITIONING** | 2 | 0 | 6 | 4 |

The course will be an in-depth study of the automotive air conditioning system. The automotive heating and air conditioning systems, components and their repair, and safety precautions in handling refrigerants will be included.
Prerequisite: none

**AHR 1128 AIR CONDITIONING TROUBLE SHOOTING AND SERVICING** 2 0 9 5

Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air conditioned space. Shop work involves locating and correcting equipment failures and controlling, testing and adjusting heating and cooling equipment to maximize energy conservation.
Prerequisite: One previous quarter of AHR classes or permission of the instructor.

**AHR 1129 ALL YEAR COMFORT SYSTEMS** 2 0 0 4

Equipment used to provide heating and cooling for "all year" comfort will be studied. Included will be heat pumps, oil fired, gas fired, water circulating and electric-resistance systems. Specialized controls required for all-year comfort systems, preventive maintenance, and balancing are included in the course.
Prerequisite: One previous quarter of AHR classes or permission of the instructor.

**AHR 1130 DUCT DESIGN AND INSTALLATION** 2 0 6 4

The course is a study of the fabrication, installation, and maintenance of ducts using various materials. The student will study the installation of various duct systems and perform on-the-site installation. Safety and proper use of tools and equipment will be stressed.
Prerequisite: One previous quarter of AHR classes or permission of the instructor.

**ART 101 ART APPRECIATION** 5 0 0 5

The course is a survey of architecture, painting, and sculpture from prehistoric and Egyptian periods to contemporary time. Emphasis will be on major artists and their contributions to each period.

**ART 1001 DRAWING** 2 4 0 4

The course will develop the skills needed to record accurately things seen or imagined. Accuracy of observation and the development of confidence in recording the observations will greatly enhance the creative abilities of the students. Also included will be a basic study of perspective drawing — ways to show, on a flat surface, effect of distance and form in space using lines. Methods of tone indication will be explored.
Prerequisite: none

**ART 1002 TWO AND THREE DIMENSIONAL DESIGN** 2 4 0 4

The course will explore the basic concepts and language of design. The interaction of design elements according to basic design principles will be stressed through practical exercises in both two and three dimensions.
Prerequisite: none

**ART 1003 CALLIGRAPHY AND NUMBERING** 1 2 0 2

The art of calligraphy, stressing the three basic styles of lettering, is covered in the course. Numbering will concentrate on script type. Both will be approached from the point of view of their application to Metal Engraving.
Prerequisite: none

**AUB 1111 AUTO BODY REPAIR PRINCIPLES** 3 0 9 6

The course is a thorough study of automobile body construction including the care and use of tools, equipment, and materials used in auto body repair work. Specific areas to be covered are: shrinking sheet metal, roughing out dents, filling and finishing dents, and preparing the surface for painting.
Prerequisite: none

**AUB 1112 TRIM AND GLASS** 3 0 9 6

The course will include a thorough study of the automobile door. Students will disassemble, rebuild, and reassemble doors, remove and install windshields and backglass, and remove and restore trim.
Prerequisite: none

**AUB 1113 ENAMEL AND URETHANE PAINTING AND FINISHING** 3 0 9 6

Students in this course will develop skills necessary in preparing painted and bare metal surfaces and the application of enamel and urethane paints. This course will include the use and maintenance of spray equipment and the preparation of paints.
Prerequisite: none

**AUB 1114 LACQUER PAINTING AND FINISHING** 2 0 6 4

During the course students will learn to spray paint using various lacquers, sand and prepare a car for lacquer painting, buff and finish a car after lacquer painting, spot paint using lacquer paint, and seal and paint lacquer over old surfaces.
Prerequisite: none

**AUB 1115 FRAMES AND SUSPENSIONS** 3 0 9 6

The course will provide students with the theory and application of frame guages, hydraulic tools and frame machines used to straighten auto body frame damage. Students will also study the types of major frame damage and misalignment.
Prerequisite: none

**AUB 1116 AUTO BODY PARTS REPLACEMENT** 3 0 9 6

The course is designed to aid the student in developing skills in the shaping of damaged panels and the aligning of hood, fenders, doors, and deck lids of automobiles. The replacement of the chassis sheet metal of a car as a unit will be studied. Welding principles necessary for auto body parts replacement will be an integral part of this course.
Prerequisite: none

**AUB 1117 SPECIAL FINISHES** 2 0 3 3

The course includes the development of skills in pinstripe painting techniques and the use of a variety of custom paints.
Prerequisite: none

**AUB 1118 AUTO BODY SHOP APPLICATIONS** 2 0 6 4

The course will operate in the same manner as a body repair shop. Students will work on actual collision repairs. Writing orders and the purchasing of parts will be included.
Prerequisite: One previous quarter of auto body repair courses or permission of the instructor.

**AUB 1119 AUTO DAMAGE REPAIR ESTIMATING** 3 0 3 4

Students in the course will learn how to estimate the amount of repair a damaged auto requires including an estimate of the cost of repair. Handbooks will be used to interpret specifications and students will apply such information in the preparing of a damage estimate. Students will also learn to interpret an estimate and estimate straight time costs.
Prerequisite: One previous quarter of auto body repair courses or permission on the instructor.

**AUB 1120 VINYL REPAIR AND FINISH** 1 0 3 2

Students in the course will learn to remove, dye, and replace vinyl elements and plastic parts.
Prerequisite: none

**AUT 1001 INTERNAL COMBUSTION ENGINES** 3 0 9 6

The course includes a study of the construction and operation of components of internal combustion engines. Students will learn to identify, use, maintain, and store the various hand tools and measuring devices used in engine repair work.
Prerequisite: none

**AUT 1002 LUBRICATION AND COOLING SYSTEMS** 2 0 6 4

The course is designed to acquaint the student with the operation and function of the component parts of the lubrication and cooling systems. Included will be the oil pan, oil pump, oil filter, water pump, radiator, hoses, fans, and drive belts.
Prerequisite: none

**AUT 1003 AUTO FUEL SYSTEMS** 2 0 6 4

As a thorough study of automotive fuel systems, the course includes carburetors, fuel pumps, fuel characteristics, types of fuel and fuel systems, special tools, and testing equipment. A basic study of emission control systems will be included.
Prerequisite: none

**AUT 1004 AUTO ELECTRICAL SYSTEMS** 3 0 9 5

The course is an in-depth study of the elctrical systems of the automobile and includes the battery, generator, ignition, alternator, distributor, electrical accessories, wiring, special tools, and test equipment.
Prerequisite: none

**AUT 1005 MANUAL TRANSMISSIONS** 3 0 12 7

The course covers the principles and functions of automotive manual transmissions. A study will be made of the component parts of a 3-, 4-, or 5-speed manual transmission to include clutches, clutch release systems, shifting linkage, driveshaft, universal joints, and differential systems.
Prerequisite: none

**AUT 1006 AUTOMATIC TRANSMISSIONS** 2 0 6 4

Students will be taught the basic operations of the automatic transmission. This study will include automatic controls, torque converter operation, planetary gear construction and operation, and the gears, valves, bands, and clutches that control them.
Prerequisite: none

**AUT 1007 AUTO BRAKING SYSTEMS** 3 0 9 6

The course is a complete study of various braking systems employed on automobiles and light weight trucks. Emphasis will be placed on hydraulic and manually operated brake systems. The principles and operation of anti-skid/anti-lock devices will be included.

**AUT 1008 AUTO CHASSIS AND SUSPENSIONS** 3 0 12 7

The course covers the automotive chassis which includes frame, springs, shock absorbers, steering systems, tires, and wheels.
Prerequisite: none

**AUT 1110 ENGINE DIAGNOSIS AND REPAIR** 2 0 9 5

The course is a comprehensive study of the performance requirements and the diagnostic testing of the automotive engine. Also included will be the operation of engine testing equipment and of the machinery processes.
Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1111 FUEL AND ELECTRICAL SYSTEMS DIAGNOSIS AND REPAIR** 2 0 6 4

Students will be taught how to diagnose and repair problems in the electrical and fuel systems of the automobile. Emphasis will be placed on electronically controlled fuel and electrical systems.
Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1112 AUTOMOTIVE SCHEMATICS AND DIAGRAMS** 1 2 0 2

Through demonstration, observation, and application, students will learn to utilize a schematic drawing in the diagnosis and repair of automotive electrical and fuel systems. Emphasis will be placed on the interpretation of symbols, reading a schematic drawing, and measurement of values of electricity in the automotive system.
Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1113 AUTOMATIC TRANSMISSIONS DIAGNOSIS AND REPAIR** 1 0 6 3

Students will be taught to diagnose and repair problems in the automatic transmission. The course will include in-car service and testing.
Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1114 POWERTRAINS: DIAGNOSIS AND REPAIR 3 0 9 6**

The course will provide an in-depth study of the components in the powertrain. Students will learn to diagnose and repair the differential, universal joints, axles, driveshaft, clutch, and manual transmission.

Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1115 SUSPENSION SYSTEMS DIAGNOSIS AND REPAIR 2 0 6 4**

The course includes the testing, service, and repair of all units in the automotive suspension system.

Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1116 FRONT AND REAR ALIGNMENT 1 0 6 3**

The course will provide an examination of the procedures used in the alignment of the automotive suspension systems.

Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1117 BRAKE SYSTEMS DIAGNOSIS AND REPAIR 1 0 6 3**

The course will emphasize the techniques used in testing and repairing modern automotive braking systems. Various machining and measuring procedures for brake components will be studied.

Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1118 AUTOMOTIVE MECHANIC SHOP OPERATIONS 3 0 12 7**

The course is designed to acquaint the student with the day-to-day operational processes of the automotive shop. Job estimating, parts purchasing, customer relations, shop layout and design, and safety inspections will be emphasized. Automotive servicing and repair is included.

Prerequisite: AUT 1000 Series or the instructor's permission

**AUT 1119 INTRODUCTION TO THE DIESEL ENGINE 1 0 3 2**

The course is an introductory study of the operation and construction of diesel engines used in current production automobiles and light trucks.

Prerequisite: AUT 1000 Series or the instructor's permission

**BIO 101 GENERAL BIOLOGY 4 2 0 5**

The course provides a basic introduction to general biology. The areas of cell theory, evolution, and taxonomy are covered.

Prerequisite: none

**BIO 102 GENERAL BIOLOGY 4 2 0 5**

The course is a survey of plant and animal biology. A study of genetics and ecology is also included.

Prerequisite: none

**BIO 104 ANATOMY AND PHYSIOLOGY I 4 2 0 5**

Anatomy and Physiology I is an introductory course in the normal structure and function of the human body systems designed to provide knowledge and understanding of the integumentary, muscoskeletal, nervous, and special systems as well as the basic cellular physiology of tissues. Interrelationships between these organ systems and their tissues are emphasized. Selected laboratory exercises provide for demonstration of structure and function of selected systems.

Prerequisite: none

**BIO 105 ANATOMY AND PHYSIOLOGY II 4 2 0 5**

Anatomy and Physiology II is an introductory course in the normal structure and function of an interrelationship between the circulatory, lymphatic, digestive, urinary, endocrine, respiratory and reproductive systems. Selected laboratory exercises provide for demonstration of structure and function of selected systems.

Prerequisite: Completion of BIO 104 (Nursing students must complete the first quarter of practical nurse education.)

**BPR 1001 BLUEPPRINT READING: AIR CONDITIONING** 1 2 0 2

The course covers the interpretation and reading of blueprints for heating, air conditioning, and refrigeration. Blueprint basics, lines, views, and dimensioning procedures common to the trade will be covered. The student will trace floor plans and lay out air conditioning systems.
Prerequisite: none

**T-BUS 101 INTRODUCTION TO BUSINESS** 5 0 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.
Prerequisite: none

**T-BUS 102 TYPEWRITING I** 2 3 0 3

The course is an introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, and simple business correspondence.
Prerequisite: none

**T-BUS 103 TYPEWRITING II** 2 3 0 3

The course is designed to help the student develop speed and accuracy in typing and further mastery of correct typing techniques. He/she will apply this skill in the typing of letters, tabulations, manuscripts and outlines.
Prerequisite: T-BUS 102 or the equivalent. Speed requirement: 25 words per minute for 3 minutes.

**T-BUS 104 TYPEWRITING III** 2 3 0 3

The course is designed to help the student further develop his/her speed and accuracy in typing and apply this skill to production typing. Problem typing will include letters with special lines, manuscripts with footnotes, business forms, and general office problems.
Prerequisite: T-BUS 103 or the equivalent. Speed requirement: 35 words per minute for 5 minutes.

**T-BUS 105 TYPEWRITING IV** 2 3 0 3

The course is designed to help the student learn the techniques needed in planning and typing projects commonly found in business and industry. The student will be required to produce a reasonable amount of work within a given time period. Emphasis will be placed on accuracy, mailable copy, and speed.
Prerequisite: T-BUS 104 or the equivalent. Speed requirement: 40 words per minute for 5 minutes.

**T-BUS 106 SHORTHAND I** 3 2 0 4

Shorthand I is designed to prepare the student in the theory and practice of reading and writing shorthand. Emphasis is on penmenship, phonetics, word families, brief forms and phrases.
Prerequisite: none

**T-BUS 107 SHORTHAND II** 3 2 0 4

The student will improve his/her ability to apply the theory and principles of shorthand. Daily practice in reading and writing shorthand will be provided. The student will also learn the shorthand outlines for all brief forms and all shorthand theory.
Prerequisite: T-BUS 102; T-BUS 106

**T-BUS 108 SHORTHAND III** 3 2 0 4

The student will improve his/her ability to apply theory and principles of shorthand and build speed in taking shorthand dictation. Emphasis will be on office-style dictation, development of speed in dictation, accuracy in transcription.
Prerequisite: T-BUS 107

**T-BUS 110 BUSINESS MACHINES** 2 2 0 3

The student will be introduced to the machines currently being used in business and industry. The student will receive training in the basic principles, operating procedures, and business applications of the electronic display calculator.
Prerequisite: none

**T-BUS 111 SMALL BUSINESS OPERATIONS** 3 0 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Prerequisite: none

**T-BUS 112 FILING** 3 0 0 3

The student will be able to apply the fundamentals of indexing and filing and realize the importance of filing as a basic tool of management. Theory and practice will be combined by the use of miniature letters, filing boxes, and guides. Topics studied include alphabetic, geographic, numeric, and subject filing systems.
Prerequisite: none

**T-BUS 115 BUSINESS LAW I** 3 0 0 3

The course is designed for students who need an understanding of basic business law. The student will be able to define busines law terminology and state involvement of business law in the following areas: nature and sources of our legal system, contracts, sales, and bailments.
Prerequisite: none

**T-BUS 116 BUSINESS LAW II** 3 0 0 3

The course includes the study of laws pertaining to commercial paper, property rights, landlord and tenant rights, inheritances, mortages, and bankruptcy situations.
Prerequisite: none

**T-BUS 120 PRINCIPLES OF ACCOUNTING I** 3 2 0 4

The course has as its purpose the development of the principles, techniques, and an understanding of the mechanics of accounting. Collecting, summarizing, analyzing and reporting information about service and mercantile enterprises will include practical application to the principles learned.
Prerequisite: none

**T-BUS 121 PRINCIPLES OF ACCOUNTING II** 3 2 0 4

This is a continuation of the study of accounting principles with emphasis on accounting for purchases, sales inventory, and assets. All these types of business organizations (single proprietorship, partnership, and corporation) will be studied.
Prerequisite: T-BUS 120

**T-BUS 122 PRINCIPLES OF ACCOUNTING III** 3 2 0 4

This is the study of corporations. The accounting for capital stock, corporate bonds, branch operations, and the preparation of annual reports will be covered.
Prerequisite: T-BUS 121

**T-BUS 123 BUSINESS FINANCE** 3 0 0 3

Financing of business units, as individual, partnership, corporation, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
Prerequisite: none

**T-BUS 206 BUSINESS COMMUNICATIONS** 5 0 0 5

The course is designed to help the student develop a skill in writing business communications. Emphasis is placed on analyzing and thinking through problems, using different psychological approaches to letter writing, and effectively using the English language in writing the following types of communications: letters that ask and letters that reply, order letters, adjustment letters, acknowledgements to orders and adjustments, sales letters, credit letters, goodwill letters, and application letters.
Prerequisite: ENG 101, T-BUS 102 or permission of Instructor

**T-BUS 209 EXECUTIVE SPELLING AND TERMINOLOGY** 4 0 0 4

Executive Spelling and Terminology is a course designed to make the student aware of his/her spelling weaknesses and to improve his/her spelling and proofreading skills. Students will study words and phrases most likely encountered in business, technical, and professional offices. The course also stresses the correct use of the dictionary.
Prerequisite: ENG 101 or permission of Instructor

**T-BUS 210 MACHINE TRANSCRIPTION** 3 2 0 4

The course is designed to provide the student skill in operation of the transcribing machine. Students develop skill in the use of a machine for transcribing from recorded dictation. It will develop their skills in grammar, spelling, and punctuation.
Prerequisite: ENG 101, T-BUS 102, T-BUS 103 or permission of the Instructor.

**T-BUS 212 SECRETARIAL PROCEDURES** 3 2 0 4

The course is designed to acquaint the student with the responsibilities encountered by an office worker in today's office. Some responsibilities discussed include: receptionist's duties, handling the mail, telephone techniques, travel information, office records, purchasing of supplies, office organization, and job applications.
Prerequisite: T-BUS 110, T-BUS 102, T-BUS 103 or permission of the Instructor.

**T-BUS 213 DICTATION AND TRANSCRIPTION I** 3 2 0 4

The student will improve in the skill of taking dictation and of transcribing at the typewriter materials appropriate to an office. Topics will include a review of theory and the dictation of familiar and unfamiliar material at varying rates of speed.
Prerequisite: T-BUS 105, T-BUS 108 or permission of the Instructor.

**T-BUS 214 DICTATION AND TRANSCRIPTION II** 3 2 0 4

The student will refine his/her shorthand skills and integrate these skills with various secretarial procedures. The student will improve his/her ability to take dictation at high speeds for longer periods of time and to transcribe mailable letters. The student will develop the accuracy, speed, and vocabulary that will enable him/her to meet the stenographic requirements of the business, industrial, and professional offices.
Prerequisite: T-BUS 213 or permission of the Instructor.

**T-BUS 215 WORD PROCESSING** 3 2 0 4

The student will be provided a thorough background of word processing concepts and terminology. The student will develop skill in operating a power keyboard, developing and editing text material, proofreading documents, and printing final copies.
Prerequisite: T-BUS 102, ENG 101 or permission of the Instructor.

**T-BUS 223 INTERMEDIATE ACCOUNTING I** 5 0 0 5

An introduction to a review of fundamental process of accounting. Emphasis is placed on a thorough working knowledge and understanding of financial statements. Individual items in the balance sheet and income statement are analyzed and evaluated.
Prerequisite: T-BUS 122 or permission of the Instructor.

**T-BUS 224 INTERMEDIATE ACCOUNTING II** 5 0 0 5

The course presents additional study of intermediate accounting. Special problems peculiar to corporations and analysis of financial reports are considered.
Prerequisite: T-BUS 223

**T-BUS 225 COST ACCOUNTING** 5 0 0 5

The course is a study of the nature and purposes of cost accounting: accounting for direct labor, materials and factory overhead, job order cost and standard cost and standard cost procedures, selling, administration and distribution costs, budgeting and management use of cost data.
Prerequisite: T-BUS 122

**T-BUS 226 PAYROLL PROCEDURES** 3 3 0 4

The course is a study of the various federal and state laws affecting payroll procedures necessary for compliance with the laws. The following laws will be introduced: Social Security, Fair Labor Standards Act, Federal Unemployment Tax Act, State Unemployment Insurance Laws, and State and Federal Withholding Tax Laws.
Prerequisite: none

**T-BUS 229 TAXES I** 5 0 0 5

A study of individual income taxes with emphasis on income, exemptions and filing status, adjustments to income, itemized deductions, credits and figuring the tax using various forms and schedules.
Prerequisite: none

**T-BUS 230 TAXES II** 3 0 0 3

A study of business income taxes as they apply to small businesses.
Prerequisite: T-BUS 229 or permission of Instructor.

**T-BUS 232 SALES DEVELOPMENT** 3 0 0 3

The course is a study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling.
Prerequisite: none

**T-BUS 233 PERSONNEL MANAGEMENT** 3 0 0 3

Principles of organization and management of an efficient workforce. A study of procurement, placement, training, promotion, supervision, transfer, fringe benefits, and health and safety.
Prerequisite: none

**T-BUS 239 MARKETING** 5 0 0 5

The course is a general survey of the field of marketing, with detailed study of the functions, policies, and institutions involved in the marketing process.
Prerequisite: none

**T-BUS 243 ADVERTISING** 3 3 0 4

The course presents the role of advertising in a free economy and its place in the media. A study of product and market research, selection of media, evaluations of effectiveness.
Prerequisite: none

**T-BUS 245 RETAILING** 3 3 0 4

The course includes the study of retailing in the economy, including present retail structure, principles governing effective operations, functions performed, merchandise handling, and managerial problems in retailing establishments.
Prerequisite: none

**T-BUS 247 BUSINESS INSURANCE** 3 3 0 4

The course is a presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.
Prerequisite: none

**T-BUS 269 AUDITING** 5 0 0 5

The course involves principles of conducting audits and investigations, setting up accounts based upon audits, collecting data and working papers, arranging and systemizing the audit, and writing the audit report are studied in this course.
Prerequisite: T-BUS 225

**T-BUS 272 PRINCIPLES OF SUPERVISION** 5 0 0 5

The course introduces the basic responsibilities and duties of the supervisor and his/her relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the roles of the supervisor. Methods of supervision are stressed.
Prerequisite: none

**CER 1001 CLAY PROPERTIES AND USES** 2 0 6 4

The course will include the fundamentals of the selection, preparation, and use of clay. Students will learn mixing and storage of clay plus hand building techniques. The essentials of health and safety related to a pottery studio will be covered. Use of the potter's wheel, basic glazing, and firing techniques will be introduced.
Prerequisite: none

**CER 1002 WHEEL THROWN SHAPES I** 2 0 6 4

The course provides the student an opportunity to produce basic forms on the potter's wheel. The forms studied will include the cylinder, cup, bowl, pitcher, and plate. Emphasis will be placed on wall thickness, balance, and proportion.
Prerequisite: none

**CER 1003 GLAZING AND DECORATIVE TECHNIQUES** 2 0 6 4

Through instruction, demonstration, and application students will study decorative techniques such as: slip trailing, scraffito, wax resist, and incising. Students will study low fire glaze materials, formulas, application, and low-fire firing processes.
Prerequisite: none

**CER 1004 WHEEL THROWN SHAPES II** 2 0 6 4

Students in the course will produce cylinders, teapots, lidded containers, bottles, and various stemware pieces utilizing the potter's wheel. Emphasis will be placed on design problems using clay components.
Prerequisite: none

**CER 1005 MULTIPLE FORMS I** 2 0 6 4

Throwing requirements during the course emphasize the production of multiples of the same form, such as: cylinders, cups, pitchers, bowls, and plates. The criteria stressed in these exercises is uniformity of shape and design.
Prerequisite: none

**CER 1006 GLAZE FORMULATION** 2 0 6 4

The course provides an in-depth study of glazes used on pottery. Students will perform glaze tests, analyze glazes, mix a variety of glazes, and perform minor adjustments to correct glaze faults and firing temperatures.
Prerequisite: none

**CER 1007 MULTIPLE FORMS II** 2 0 6 4

The course involves the production of look-alike wheel thrown forms focusing on cylinders, teapots, lidded containers, bottles, and stemware. Emphasis will be placed on the fusion of function, design, and shape.
Prerequisite: none

**CER 1008 STUDIO PROBLEMS** 2 0 6 4

A course designed to allow the students to work on instructor approved individual learning objectives. The objectives will be based on problems associated with the throwing, glazing, and firing processes.
Prerequisite: none

**CER 1009 POTTERY PRODUCTION TECHNIQUES** 2 0 6 4

Students will study techniques that will aid the making of multiple forms. Emphasis will be placed on rapid production and uniform shapes using a series of production processes including throwing off the hump.
Prerequisite: none

**CER 1010 KILN CONSTRUCTION** 1 0 6 3

The design concepts of kilns will be studied. A study will be made of kiln construction materials, heat sources, types of kilns, kiln furniture, and site selection. Either prototype kilns or an actual kiln will be constructed by the class. Safety will be stressed during all phases of construction and use.
Prerequisite: none

**CER 1011 STUDIO METHODS** 1 0 6 3

Students will develop learning objectives, with the instructor's approval, to solve problems discovered in the studio relating to the throwing, glazing, and firing processes.
Prerequisite: none

**CER 1012 SET PRODUCTION** 2 0 6 4

Students will produce a variety of sets of pottery objects utilizing the potter's wheel. Emphasis will be placed on the harmony of form, design, and glazing within the set of wares. Students will learn how to load and fire stoneware and saltware kilns.
Prerequisite: CER 1005 and CER 1007 or the instructor's permission.

**T-CJC 101 INTRODUCTION TO CRIMINAL JUSTICE** 5 0 0 5

The course is a study of the history and philosophy of law enforcement and the components of the criminal justice system. The North Carolina justice system and changes within that system are included.
Prerequisite: none

**T-CJC 102 NORTH CAROLINA COURTS/PROBATION AND PAROLE PROCEDURES** 4 0 0 4

The course is a study of the fundamental operations of the North Carolina court system stressing the court procedure and structure. Included in the course is a study of the probation and parole systems.
Prerequisite: none

**T-CJC 103 CIVIL LAW AND PROCEDURES** 4 0 0 4

The course introduces the student to the civil aspect of the court system. The student will examine the different legal forms and processes used in the North Carolina civil system.
Prerequisite: none

**T-CJC 104 CRIMINOLOGY** 4 0 0 4

The course concentrates on the cause of crime and delinquent behavior.
Prerequisite: none

**T-CJC 105 FORENSIC SCIENCE** 4 0 0 4

The course is designed to acquaint the student with the areas of scientific investigation which are used in crime labs and in the collection and preservation of evidence.
Prerequisite: none

**T-CJC 106 CRIMINAL LAW I** 4 0 0 4

The course is designed to provide the student with the understanding of criminal laws and how they function with the Criminal Justice System.
Prerequisite: none

**T-CJC 107 JUVENILE DELINQUENCY AND ADOLESCENT PSYCHOLOGY** 4 0 0 4

Social factors and influences in child psychology and juvenile delinquency are studied. Special emphasis is placed upon the role of the family, peer groups, and the school in a child's life. An attempt is also made to identify problems and to present students with a number of different views as to the nature and cause of and possible solutions to these problems.
Prerequisite: none

**T-CJC 108 COUNSELING** 4 0 0 4

The course will deal with both individual and group counseling. The student will gain an understanding of the counseling relationship and develop a familiarity with the contempoary counseling theories.
Prerequisite: none

**T-CJC 109 CONSTITUTIONAL LAW** 4 0 0 4

The course is designed to provide the student with the laws and their interpretation by the U.S. Supreme Court.

Prerequisite: none

**T-CJC 110 CRIMINAL INVESTIGATION I** 4 0 0 4

Included in the course are general investigative processes, collection and preservation of evidence, interview and interrogation, case preparation, courtroom presentation, and crime scene search.

Prerequisite: none

**T-CJC 111 CRIMINAL INVESTIGATION II** 4 0 0 4

The course is designed to provide the student with the knowledge to complete a crime scene investigation.

Prerequisite: T-CJC 110 or permission of Instructor.

**T-CJC 112 CORRECTION ADMINISTRATION** 4 0 0 4

The course will be a study of the application of various administrative principles in corrections. The administrative decision-making process, leadership, public relations, staff development, and department policy and procedure will be included.

Prerequisite: none

**T-CJC 113 POLICE MANAGEMENT** 4 0 0 4

The course is designed for the use of administrators of small law enforcement departments. Budgets, staffing, training, reporting procedures, and the uniform crime report system are included.

Prerequisite: none

**T-CJC 114 CORRECTIONAL LAW** 4 0 0 4

The course will deal with the law as it pertains to the care, custody, and control within corrections.

Prerequisite: none

**T-CJC 115 CORRECTIONAL METHODS** 4 0 0 4

The course is an in-depth study of various methods of rehabilitation emphasizing traditional as well as innovative concepts used in correctional settings.

Prerequisite: none

**T-CJC 116 POLICE PROBLEMS AND PRACTICES** 4 0 0 4

The course is designed to acquaint the student with the problems in law enforcement and how to go about resolving these problems.

Prerequisite: none

**T-CJC 117 CRIMINAL LAW II** 4 0 0 4

The course emphasizes new laws within the state of North Carolina and the Federal Government. Legal cases and their meaning will be discussed and analyzed.

Prerequisite: none

**T-CJC 118 JUVENILE LAW: PROCEDURES AND THEORY** 4 0 0 4

A study of juvenile laws and their application to the juvenile justice field. Procedures in dealing with the juvenile both as an offender and a victim will be explained in a step-by-step process through each phase of the juvenile justice system.

Prerequisite: none

**T-CJC 119 BASIC LAW ENFORCEMENT TRAINING I 9 0 9 12**

The course is designed to prepare the student for employment in the criminal justice field. The course covers the following topics:

| | |
|---|---|
| (1) Course Orientation | 2 Hours |
| (2) Laws of Arrest, Search and Seizure | 16 Hours |
| (3) Mechanics of Arrest: | |
| Arrest Procedures | 8 Hours |
| Vehicle Stops | 6 Hours |
| Custody Procedures | 2 Hours |
| Processing, Fingerprinting, and Photographing Arrestee | 4 Hours |
| (4) Defensive Tactics | 16 Hours |
| (5) Firearms | 40 Hours |
| (6) Law Enforcement Driver Training | 16 Hours |
| (2) Constitutional Law | 4 Hours |
| (3) Law Enforcement Communications and Information Systems | 4 Hours |
| (4) Elements of Criminal Law | 24 Hours |
| (5) Juvenile Laws and Procedures | 8 Hours |
| (6) Emergency Medical Services | 24 Hours |
| (7) Patrol Techniques | 16 Hours |
| (8) Crime Prevention Techniques | 4 Hours |
| (9) Field Notetaking and Report Writing | 12 Hours |
| Testing | 8 Hours |

Prerequisite: State Standard for Criminal Justice Employment

**T-CJC 120 BASIC LAW ENFORCEMENT TRAINING II 9 0 9 12**

The course leads to the completion of the criminal justice standards for employment in law enforcement as a deputy or police officer. Employment depends upon passing a state administered final exam.

| | |
|---|---|
| (10) Crisis Management | 10 Hours |
| (11) Deviant Behavior | 10 Hours |
| (12) Civil Disorders | 12 Hours |
| (13) Criminal Investigation | 28 Hours |
| (14) Interviews: Field and In-Custody | 8 Hours |
| (15) Controlled Substances | 6 Hours |
| (16) ABC Laws and Procedures | 4 Hours |
| (17) Electrical and Hazardous Materials Emergencies | 6 Hours |
| (18) Motor Vehicle Laws | 20 Hours |
| (19) Techniques of Traffic Law Enforcement | 6 Hours |
| (20) Traffic Accident Investigation | 20 Hours |
| (21) Preparing for Court and Testifying in Court | 12 Hours |
| (22) Dealing with Victims and the Public | 8 Hours |
| (23) Civil Process | 24 Hours |
| (24) Custody Procedures | 8 Hours |
| Review testing and state examination | 16 Hours |

Prerequisite: T-CJC 119 or permission of Instructor

**T-CJC 121 BASIC LAW ENFORCEMENT PHYSICAL TRAINING 1 0 3 2**

The course is designed to aid a person in becoming physically fit to function effectively. It includes a weight program and obstacle course.

Prerequisite: Physical exam by a physician and completed release form.

**ECO 102 MICROECONOMICS 5 0 0 5**

An introduction to microeconomics principles and methods. Topics include the market system, supply and demand, shortages and surpluses, study of competition, and monopoly.

Prerequisite: none

**ECO 103 MACROECONOMICS 5 0 0 5**

An introduction to macroeconomics principles and methods. Topics include national income, the monetary system, inflation, recession, national debt, and economic growth.

Prerequisite: none

**T-EDP 105 INTRODUCTION TO COMPUTER SCIENCE** 3 0 0 3

An introductory course to the fundamentals, concepts, and operational principles of computer information systems. Emphasis is placed on systems design, structured techniques of program development, and the BASIC programming language.
Prerequisite: none

**T-EDP 106 COMPUTER SCIENCE PROGRAMMING WITH BASIC** 3 2 0 4

Continuation of T-EDP 105. Computer programming concepts are examined in detail. The course will help the beginning programmer to develop logic skills necessary for developing a computer program. Different modes of input and output will be covered.
Prerequisite: T-EDP 105 or permission of Instructor.

**T-EDU 114 AUDIO-VISUAL INSTRUCTION** 4 0 0 4

An introduction to the nature and use of audiovisual materials. Classroom experiences place emphasis on the creation of instructional materials and the use of ready-made materials. Students will become more knowledgeable in operating the following: tape recorder, filmstrip, slide, opaque, overhead, and movie projectors.
Prerequisite: none

**T-EDU 124 INTRODUCTION TO EARLY CHILDHOOD EDUCATION** 3 0 0 3

The course is designed to familiarize the student with the early childhood education environment. Planning, personnel, and types of programs are emphasized.
Prerequisite: none

**T-EDU 126 CHILD GUIDANCE** 3 0 0 3

The course examines methods and styles of providing children with positive guidance and discipline. The concepts of communication, consequences, redirection, and time-out methods are studied. Environmental influences upon behavior are analyzed and discussed.
Prerequisite: none

**T-EDU 130 CREATIVE ACTIVITIES** 3 0 0 3

The course is a study of techniques used when working with young children to encourage creative expression through various mediums.
Prerequisite: none

**T-EDU 131 METHODS AND MATERIALS OF TEACHING MATH** 3 0 0 3

The course is a study of math concepts appropriate for young children. Classroom activities will include collecting and constructing math games and learning materials, plus the development of learning centers.
Prerequisite: none

**T-EDU 132 METHODS AND MATERIALS OF TEACHING READING** 3 0 0 3

The course is a study of major approaches and basic instruction teaching children to read. Emphasis will be on the preparing and implementing of reading lessons for various age levels.
Prerequisite: none

**T-EDU 133 CHILDREN'S LITERATURE** 3 0 0 3

The course is designed to provide the student experiences in the use of various methods of presentation when telling stories. A study is made of children's literature including the impact of children's literature on the child's total learning program.
Prerequisite: none

**T-EDU 134 MOVEMENT AND MUSIC** 3 0 0 3

The course is a study of techniques used to select music and create appropriate activities for various age levels. Emphasis will be placed on methods used to aid children in developing movement skills and an enjoyment of music.
Prerequisite: none

**T-EDU 135 SCIENCE AND SOCIAL STUDIES FOR YOUNG CHILDREN** 3 0 0 3

The course is a study of scientific facts and concepts that are interesting to young children including topics such as: animals, plants, light, color, sound, weather, water, and magnets. Emphasis will be on developing teaching strategies that will encourage young children to participate in scientific experiments and social science experiences.
Prerequisite: none

**T-EDU 177 SEMINAR/PRACTICUM: GUIDING YOUNG CHILDREN** 3 0 3 4

The course provides practical experience in the planning and implementing of activities in a day care facility under the supervision of an assigned teacher. The seminar provides theory, ideas and resources for planning and evaluating the results of the activities conducted with the children.
Prerequisite: Departmental Approval Required.

**T-EDU 178 SEMINAR/PRACTICUM: OBSERVING YOUNG CHILDREN** 3 0 3 4

The course provides practical experience in the observation of young children in a day care setting. The student will observe child performance in a group setting, adult guidance techniques, and child behavior characteristics. The seminar provides theory, ideas and activities to utilize in the promotion of a positive self-concept and individual strengths in young children.
Prerequisite: none

**T-EDU 179 SEMINAR/PRACTICUM: WORKING IN SCHOOLS** 3 0 20 5

A student teaching experience to familiarize students with the role of the teacher's aide. The student participates in off-campus work experience.
Prerequisite: Departmental Approval Required.

**T-EDU 180 SEMINAR/PRACTICUM: WORKING WITH EXCEPTIONAL CHILDREN** 3 0 20 5

A student teaching experience to familiarize students with techniques of teaching special children. The student participates in off-campus work experience.
Prerequisite: Departmental Approval Required.

**T-EDU 181 SEMINAR/PRACTICUM: WORKING IN DAY CARE** 3 0 20 5

A student teaching experience to familiarize students with the daily operation of a day care center. The student participates in off-campus work experience.
Prerequisite: Departmental Approval Required.

**T-EDU 228 ORGANIZATION AND ADMINISTRATION OF DAY CARE** 3 0 0 3

The course is a study of day care organization and administration. A study will be made of current day care rules and regulations. The student will study various day care facilities.
Prerequisite: none

**T-EDU 230 CURRENT ISSUES IN DAY CARE** 3 0 0 3

The course uses a discussion format to familiarize the student with current issues in day care. The student will be provided classic and modern readings in areas of special interest.
Prerequisite: Instructor approval.

**T-EDU 231 COMMUNITY RESOURCES** 3 0 0 3

The course is a study of the service agencies in the community and how to utilize them as effective resources. The course is designed to include topics such as job referrals and job interviews. Resume updates and applications will be reviewed.
Prerequisite: none

**EDU 232 SPECIAL PROBLEMS IN EARLY CHILDHOOD EDUCATION** 3 0 0 3

The course is designed to encourage students to select instructor approved objectives to further individual specialized interest in early childhood education.
Prerequisite: Instructor approval.

**ELE 1001 APPLIED ELECTRICITY** 3 0 0 3

The course covers the use and care of test equipment used in servicing electrical apparatus for air conditioning. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring.
Prerequisite: none

**ENG 098 FUNDAMENTALS OF ENGLISH** 3 0 0 3

The refresher course provides instruction in basic sentence construction with special emphasis on grammatical elements of a sentence. The course is designed to provide the background needed for ENG 101.
Eligibility is determined by placement test.
This course carries institutional credit for tuition and financial aid purposes; it does not count toward credit for graduation.

**ENG 101 COMPOSITION** 3 0 0 3

The course provides the student with the basic principles of writing. Emphasis is placed on paragraph development and essays. Attention is given to grammar through the writing process.
Prerequisite: none (ENG 098 is suggested for individuals with inappropriate score on placement test.)

**ENG 102 COMPOSITION** 3 0 0 3

The course is a continuation of ENG 101. Emphasis is placed on various research techniques and documentation. The research paper is required.
Prerequisite: ENG 101.

**ENG 103 COMPOSITION** 3 0 0 3

The course provides an introduction to principal literary forms. Written critical evaluation and interpretation are stressed.
Prerequisite: ENG 102.

**ENG 104 TECHNICAL WRITING** 3 0 0 3

The course is designed as an introduction to job-related writing skills. Emphasis is placed on writing proposals and reports using various report styles. Assignments are tailored to the student's curriculum.
Prerequisite: ENG 101. (ENG 104 cannot be used to satisfy General Education English requirements.)

**ENG 201 ENGLISH LITERATURE** 3 0 0 3

The course is a survey of major British writers from Beowulf to the Restoration and the Eighteenth Century.
Prerequisite: none

**ENG 202 ENGLISH LITERATURE** 3 0 0 3

The course is a survey of major British writers from the Romantic Period to the present.
Prerequisite: none

**ENG 203 AMERICAN LITERATURE** 3 0 0 3

The course is a survey of major American writers from the Colonial Period to the Romantic Period.
Prerequisite: none

**ENG 204 AMERICAN LITERATURE** 3 0 0 3

The course is a survey of major American writers from Realism to the present.
Prerequisite: none

**ENG 1101 READING SKILLS** 3 0 0 3

The course is designed to help the student develop comprehension skills and vocabulary. Emphasis is given to applying reading skills to material in the student's curriculum.
Prerequisite: none

**ENG 1102 COMMUNICATION SKILLS** 3 0 0 3

The course is designed to give the student basic skills of oral and written communication necessary in his vocation. Its focus is on practical writing and speaking experience and assignments are tailored to each student's curriculum.
Prerequisite: none

**GEO 103 CULTURAL GEOGRAPHY** 5 0 0 5

A general course concerned with the characteristics, descriptions, and developments of world cultures.
Prerequisite: none

**GEO 104 PHYSICAL GEOGRAPHY** 5 0 0 5

An examination of the physical and chemical processes responsible for the development of the earth's varied terrain characteristics.
Prerequisite: none

**GSM 1001 GUNSMITHING TOOLS** 4 0 18 10

The course is an introduction to the manufacture of tools used in the gunsmithing trade. The student will make a variety of gunsmith tools. Safety procedures will be stressed.
Prerequisite: none

**GSM 1002 BASIC MACHINE PROCESSES** 2 0 6 4

The student will be introduced to blueprint reading and machine shop safety. Included will be the proper use of lathes, milling machines, grinders, drill presses, and the power hacksaw.
Prerequisite: none

**GSM 1003 FIREARMS BLUEING** 2 0 9 5

The blueing of firearms will be taught in the course beginning with the hand polishing method and advancing to the four wheel polishing method. Immersion blueing procedure and formula will be taught. Disassembly and assembly of firearms is included.
Prerequisite: none

**GSM 1004 GENERAL REPAIR** 3 0 9 6

Design and function of firearms will be studied with emphasis placed on the diagnosis and correction of malfunctions.
Prerequisite: none

**GSM 1005 RELOADING AND SIGHT MOUNTING** 2 0 6 4

A study will be made of ballistics, bullet weight, and powder charges. Students will assemble reloading components into rifle, handgun, and shotgun ammunition. Installation of sights including one-piece mounts, two-piece mounts, side mounts, and target blocks will be studied. The student will learn to install receiver sights and open sights, and cut dovetails. The proper techniques in the use of drilling, tapping, soft soldering, and silver soldering will be taught. Shotgun beads and the use of the bore sight will be covered.
Prerequisite: none

**GSM 1006 BARREL THREADING AND CHAMBERING** 3 0 9 6

The course will provide students with background information on manufacturing procedures for barrels. The proper procedures for threading, setting the shoulder/shoulders, chambering, and head spacing to + zero tolerances are covered. Crowning, taper turning, contouring, and extractor cuts will be included.
Prerequisite: none

**GSM 1007 STOCK MAKING: THROUGH BOLT STYLE** 2 0 9 5

The design and layout of stocks along with proper wood selections will be taught. The student will be required to build by hand one stock and forearm for the through bolt style receiver. Forearm construction will include standard or beavertail styles.
Prerequisite: none

**GSM 1008 STOCK MAKING: TANG STYLE** 2 0 12 6

The design and layout of stocks along with proper wood selection will be taught. The student will be required to build by hand one stock and forearm for the tang style receiver. Forearm construction will include standard or beavertail style.
Prerequisite: none

**GSM 1109 RIFLE STOCK MAKING: CLASSIC STYLE** 4 0 24 12

Students will study the types of wood suitable for rifle stocks. Several classic designs and cheek piece styles will be discussed. One complete rifle stock will be constructed by hand from a blank. If a California style rifle stock has been completed by hand, the instructor may allow the student to use power equipment. An introduction to checkering will be included. The selection of chisels, proper sharpening, correct usage of files, sanding, and finishing techniques will be taught.
Prerequisite: GSM 1000 Series or Instructor's permission.

**GSM 1110 RIFLE STOCK MAKING: CALIFORNIA STYLE** 4 0 24 12

Students will study the proper procedures in obtaining blanks from trees, with proper methods for drying blanks, and different stock designs. The student will complete a California style rifle stock. If a student has completed a classic rifle, the instructor may allow the student to use power equipment. If a classic rifle has not been completed, the student will utilize hand inletting tools and rasps. Inlays and checkering will be covered.
Prerequisite: GSM 1000 Series or Instructor's permission.

**GSM 1111 CUSTOM ALTERATION** 2 0 12 6

The course will teach the student how to alter bolt handles, trigger guards, and actions. The installation of recoil pads, chokes, and poly ribs will be taught as well as the modification of existing stocks.
Prerequisite: GSM 1000 Series or Instructor's permission.

**GSM 1112 ADVANCED BLUEING** 3 0 9 6

The course will include advanced techniques in polishing and a continuation of the immersion blueing method. Rust blueing and Baker blueing will be introduced.
Prerequisite: GSM 1000 Series or Instructor's permission.

**GSM 1113 SHOTGUN REPAIR** 2 0 9 5

Emphasis will be placed on correctly diagnosing shotgun malfunctions. Corrections will be made by manufacturing parts or replacing parts under supervision of the instructor. At the end of the course students will have enough hands-on training to diagnose and correct malfunctions.
Prerequisite: GSM 1000 Series or Instructor's permission.

**GSM 1114 RIFLE REPAIR** 3 0 9 6

Emphasis will be placed on correctly diagnosing rifle malfunctions. Corrections will be made by manufacturing parts or replacing parts under supervision of the instructor. At the end of the course students will have enough hands-on training to diagnose and correct malfunctions.
Prerequisite: GSM 1000 Series or Instructor's permission.

**GSM 1115 PISTOL SMITHING** 2 0 6 4

The course is designed to teach the repair of handguns. The installation of new parts, the repairing of old parts, and the specialization of accurizing, sight installation, rebarreling, and trigger work will be included.
Prerequisite: GSM 1000 Series or Instructor's permission.

**T-HEA 101 HUMAN ECOLOGY** 3 0 0 3

The course is a study of influences on physical and mental health. Individual practices which aid in maintaining good physical and mental health throughout the life span will be covered. Emphasis is for those who work with young children to serve as a model for good health practices.
Prerequisite: none

**HIS 101 WESTERN CIVILIZATION (Pre-History to 1300)** 3 0 0 3

A survey of western culture from its pre-historic beginnings through the Middle Ages. Included in the course are the evolution of Greek, Roman, and Judaeo-Christian traditions and their contributuions to western civilization.
Prerequisite: none

**HIS 102 WESTERN CIVILIZATION (1300 - 1815)** 3 0 0 3

A survey of western culture from the late Middle Ages to the fall of Napoleon. Included in the course are the rebirth of classicism during the Renaissance and the evolution of commercial, religious, political, scientific, and industrial revolutions to 1815.
Prerequisite: none

**HIS 103 WESTERN CIVILIZATION (1815 to present)** 3 0 0 3

A survey of western culture from the fall of Napoleon to the present. The rise of nationalism, romanticism, industrialism will be studied along with the role of imperialism, fascism and communism as challenges to traditional western culture. The course will culminate with a study of contemporary western culture and its role in the modern world.
Prerequisite: none

**HIS 201 AMERICAN HISTORY (to 1877)** 5 0 0 5

A study of the emergence of the federal system, democracy, states' rights, territorial expansion, the Civil War, and Reconstruction.
Prerequisite: none

**HIS 202 AMERICAN HISTORY(1865 to present)** 5 0 0 5

A look at the development of modern America with emphasis placed on expansion, industrialism, urbanization, race relations, and the welfare state.
Prerequisite: none

**T-HUM 100 READINGS IN CONTEMPORARY TOPICS** 4 0 0 4

The course will focus on critical reading and evaluation of educational articles. The student will be provided with a broad perspective of current topics pertaining to their field of study.
Prerequisite: none

**MAT 098 FUNDAMENTALS OF MATH** 3 0 0 3

The course is a refresher course which provides practice in basic mathematical operations such as addition, subtraction, division, multiplication, fractions, and decimals. It is designed to prepare the student for entry into MAT 101 or T-MAT 100.
Eligibility is determined by placement test.
This course carries institutional credit for tuition and financial aid purposes; it does not count toward credit for graduation.

**T-MAT 100 MATH** 3 0 0 3

This course is designed to enable the student to master the basic mathematical concepts and skills needed for his everyday life and work.
Prerequisite: none

**MAT 101 COLLEGE MATH** 5 0 0 5

The course stresses the fundamental operations of mathematics. Basic skills are emphasized including fractions, ratio and proportion, graphs, word problems, and linear and quadratic equations.
Prerequisite: none (MAT 098 is suggested for individuals with inappropriate score on placement test.)

**MAT 102 COLLEGE ALGEBRA** 5 0 0 5

The course provides study in usual topics such as real numbers, algebraic expressions and sets, exponents, inequalities, permutations, and logarithms.
Prerequisite: MAT 101.

**T-MAT 110 BUSINESS MATH I** 5 0 0 5

The student will improve his ability in the fundamental operations with business problems. Daily practice in discussing and solving business mathematics problems will be provided. The student will also learn about bank and sales records, price marketing, interest and discount commission, percentages in business, and financial charges.
Prerequisite: none

**T-MAT 111 BUSINESS MATH II** 3 0 0 3

The course is a continuation of the study of business math and emphasis is on payroll and taxes, financial statements, insurance, bonds, and stocks.
Prerequisite: T-MAT 110.

**MAT 1101 MATH SKILLS** 3 0 0 3

The course is designed to provide the student with basic math skills needed for individual vocations. Topics such as metric measurements, basic math functions, conversions, and decimals are covered as they apply to each student's curriculum.
Prerequisite: none

**MEC 1001 BASIC METALLURGY** 3 2 0 4

The course provides students the opportunity to investigate the properties of ferrous and non-ferrous metals plus tests to determine their uses. Topics covered will include: physical metallurgy of ferrous and non-ferrous metals, production of iron and steel, theory of alloys, shaping and forming, heat treatments, surface treatments, and the classification of steels.
Prerequisite: none

**MEC 1002 METAL FINISHING** 1 0 6 3

The course is a basic study of the metal finishes used by the gunsmith and/or metal engraver. Through demonstration, instruction, and application the student will become familiar with blueing, Parkerizing, plating, and polishing.
Prerequisite: none

**MEG 1101 METAL ENGRAVING: TOOLS, TERMS, AND PROCEDURES** 2 0 6 4

The course is designed to familiarize the student with tools, equipment, terminology, historical perspective and materials used in the industry. Introductory cuts will be demonstrated and practiced. The student will learn to identify correct gravers for each cut, how to sharpen gravers and maintain peak cutting efficiency.
Prerequisite: none

**MEG 1102 METAL ENGRAVING: SCROLLS AND LETTERS** 3 0 9 6

Students will be introduced to the techniques involved in making the basic scroll designs and lettering styles. The techniques will be practiced on metal in the metal engraving shop.
Prerequisite: none

**MEG 1103 METAL ENGRAVING: SCENES** 2 0 9 5

The student will concentrate on the various metal mediums encountered in engraving and the relationship of the engraver's tools to the various metals necessary to engrave scenes in various metals.
Prerequisite: MEG 1101 and MEG 1102 or the Instructor's permission.

**MEG 1104 METAL ENGRAVING: BOLINO** 1 0 6 3

The Bolino method of engraving will be introduced. Students will apply the Bolino technique in the cutting of scenes in metal.
Prerequisite: none

**MEG 1105 METAL ENGRAVING: INLAYS** 3 0 12 7

The course provides an in-depth study of the materials and methods used for inlay and overlay. Included will be design, letters, pattern transfer methods, polishing methods, backgrounds, and finishing techniques utilized with inlays.
Prerequisite: MEG 1103 or the instructor's permission.

**MEG 1106 METAL ENGRAVING: INLAY SCULPTING** 2 0 6 4

Through instruction, demonstration, and application students will become familiar with inlay sculpting techniques.
Prerequisite: MEG 1105 or the Instructor's permission.

**MEG 1107 METAL ENGRAVING APPLICATIONS** 3 0 9 6

The student will apply skills learned in previous classes. "Real life" experiences will be introduced in the classroom and finished in the metal engraving shop.
Prerequisite: MEG 1105 or the Instructor's permission.

**NUR 1101 FUNDAMENTALS OF NURSING** 7 4 3 8

An introduction to the basic fundamentals and procedures of nursing developed through laboratory experience. The course includes personal health and hygiene, introduction to ethics and legal aspects, and causes and prevention of disease.
Prerequisite: none

**NUR 1111 NURSING ADULTS AND CHILDREN I** 6 0 12 10

An introduction to medical-surgical nursing theory and clinical practice utilizing the nursing process. Identification of common problems, making the nursing diagnosis, and planning and evaluating client care will be discussed for children and adult clients with alterations in health and illness, surgical needs, fluid and electrolyte imbalances, cancer, and the patient with pain. Clinical component will include operating room and recovery room experience.
Prerequisite: Successful completion of first quarter PNE.

**NUR 1112 NURSING ADULTS AND CHILDREN II** 8 0 18 14

A continuation of medical-surgical nursing theory and clinical practice using the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis, and planning client care will be discussed for adults and children with diseases of the gastrointestional, respiratory, cardiovascular, muscoskeletal, and nervous systems.
Prerequisite: Successful completion of second quarter PNE.

**NUR 1113 NURSING ADULTS AND CHILDREN III** 8 0 18 7

A continuation of medical-surgical nursing theory and clinical practice using the nursing process and nursing diagnosis concepts. Client assessment, identification of common problems, making the nursing diagnosis and planning client care will be discussed for adults and children with problems of vision, hearing, endocrine function, elimination of fluid waste, skin integrity, sexuality, or the immune response. Clinical component will include administration of medications.
Prerequisite: Successful completion of the third quarter PNE.

**NUR 1114 MATERNAL AND NEWBORN NURSING** 8 0 18 7

A study of nursing care problems presented during the normal and complicated childbearing maternity cycle with emphasis on the normal cycle. Also care of the newborn infant is covered.
Prerequisite: Successful completion of the third quarter PNE.

**T-NUT 102 NUTRITION FOR YOUNG CHILDREN** 3 0 0 3

The course is a study of basic nutrition and the food needs of young children. Topics to be covered include: helping families learn nutrition concepts, planning balanced diets for preschool age children, and assisting children with eating difficulties.
Prerequisite: none

**NUT 1102 NUTRITION AND DIET THERAPY** 3 0 0 3

A study of normal nutrition and diet therapy including nutrients, sources of nutrients, and their functions in the body. Also the community food supply and developmental and ethnic variations of diets and the physiological process of digestion and absorption, and common hospital diets.
Prerequisite: none

**PHO 1001 BASIC PHOTOGRAPHY** 2 0 3 3

Students in this course will develop skill in the use of a 35mm camera. Topics to be covered will include: proper exposure under a variety of lighting conditions, the use of various backdrops, the staging of a still life photograph, the use of natural settings, black and white film developing and printing.
Prerequisite: none

**PHY 1001 APPLIED SCIENCE** 2 2 0 3

The course is an introduction to the principles of physical science applicable to the field of auto mechanics. Topics in the course include: properties of solids, liquids, and gases; motion and mechanical movement; simple and compound machines; and basic electrical principles.
Prerequisite: none

**PNE 1104 NURSING SEMINAR** 3 0 0 3

A study of the history of nursing, nursing education, the health care delivery system, licensure, the law, ethics, and nursing organization. Collective bargaining and the political process will also be discussed.
Prerequisite: Successful completion of the third quarter PNE.

**PNE 1110 DRUG DOSAGE AND TERMINOLOGY** 3 0 0 3

This course will include basic medical terminology and drug calculations. There will be a review of basic mathematical skills, an introduction to the systems used in measuring drugs and solutions, and methods of conversion between the systems and drug dosage calculations.
Prerequisite: Successful completion of the first quarter PNE.

**PNE 1111 PHARMACOLOGY** 3 0 0 3

An introduction to the basic fundamentals of pharmacology; including administration of drugs, local anti-infectives, vitamins and minerals, antibiotics, sulfonamides, antihistamines, drugs affecting the various body systems, antineoplastic drugs, oxytocics, tranquilizers and antidepressants.
Prerequisite: Successful completion of the first quarter PNE.

**T-POL 103 STATE AND LOCAL GOVERNMENT** 3 0 0 3

A study of state and local government, state-federal interrelationships, the functions and perogatives of the branches. Problems of the administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina.
Prerequisite: none

**PSY 105 HUMAN GROWTH AND DEVELOPMENT I** 3 0 0 3

The course is designed to give students a theoretical background and practical knowledge in the application of general principles in child development. Conception through infancy is covered.
Prerequisite: none

**PSY 106 HUMAN, GROWTH AND DEVELOPMENT II** 3 0 0 3

A course designed to give the student an understanding of the development of the human being from toddlerhood to middle childhood. The student will study the motor, speech, emotional, social and intellectual development of the child during this stage.
Prerequisite: PSY 105 or Instructor's permission.

**PSY 107 HUMAN, GROWTH AND DEVELOPMENT III** 3 0 0 3

A study of the physical, mental, emotional, and social development of the adolescent and the factors influencing the social acceptance and development of self concept. The home environment and the development of moral values in the adolescent will be emphasized.
Prerequisite: PSY 106 or Instructor's permission.

**PSY 110 PRINCIPLES OF PSYCHOLOGY** 3 0 0 3

The course presents a study of human behavior in terms of perception, motivation, learning, personality, environment, and emotion. The student is introduced to the fundamentals of abnormal behavior and therapies.
Prerequisite: none

**PSY 111 HUMAN GROWTH AND DEVELOPMENT-LIFE SPAN** 3 0 0 3

This course is designed to give students theoretical and practical knowledge in the area of human development.
Prerequisite: none

**PSY 121 EXCEPTIONAL CHILDREN I** 3 0 0 3

The course is designed to introduce the student to the guidelines and objectives basic to educating pre-school and K-3 exceptional children. Emphasis is placed on identification, diagnosis, and methods of teaching a variety of exceptional children.
Prerequisite: none

**PSY 122 EXCEPTIONAL CHILDREN II** 3 0 0 3

The course continues the study of exceptional children. Emphasis is placed on teaching techniques to use when working with exceptional children.
Prerequisite: PSY 121 or Instructor's permission.

**T-PSY 150 INTERPERSONAL RELATIONS** 3 0 0 3

The course provides a framework for understanding the self, other people, and communications or transactions between people. Each student will do a self-analysis and, if he wishes, will set up a goal to accomplish for himself during the course. The primary focus of the course is personal awareness and growth.
Prerequisite: none

**PSY 201 INTRODUCTION TO PSYCHOLOGY** 3 0 0 3

The course provides the groundwork for a basic introduction to general psychology. The principal areas of history, awareness, learning, and the self are covered. Specific topics include personality, memory, motivation and emotion, sensation and perception, and consciousness.
Prerequisite: none

**PSY 202 PSYCHOLOGY OF ADJUSTMENT** 3 0 0 3

Emphasis in the course is placed on psychological principles of the life span, adjustment and abnormality, and social psychology. Specific topics include aging, death and dying, stress, therapies, holistic health, and social behavior.
Prerequisite: none

**REL 105 WORLD RELIGIONS** 5 0 0 5

A survey of the great religions of the world and their interrelationships. Religions covered include Christianity, Islam, Judaism, Buddhism, Hinduism, and Confucianism.
Prerequisite: none

**RDG 098 FUNDAMENTALS OF READING** 3 0 0 3

The course is designed to help the student improve his reading comprehension skills and vocabulary. Readings in the student's field of interest will help prepare the student for entry into his chosen curriculum.
Eligibility is determined by placement test.
This course carries institutional credit for tuition and financial aid purposes; it does not count toward credit for graduation.

**SAF 1001 SAFETY** 2 0 0 2

The course will provide instruction covering topics such as: accident prevention, fire prevention, fire safety regulations, personal protective equipment, first aid, equipment preventive maintenance, and the proper use and storage of tools.
Prerequisite: none

**SCI 101 GENERAL SCIENCE** 4 2 0 5

An introduction to matter and energy with an emphasis on the principles of physical science. Topics include elementary particles, relativity of motion, energy, interaction, and scientific model.
Prerequisite: none

**SCI 102 GENERAL SCIENCE** 4 2 0 5

A survey of the fundamental principles of life with an emphasis on biological science. Topics include an overview of cells, plant and animal kingdoms, genetics, evolution, and ecology.
Prerequisite: none

**T-SOC 105 FAMILY PROCESSES** 3 0 0 3

The course is a study of the dynamics of family life in the modern American culture. Cross-cultural and historical perspectives of family life are compared. Techniques of working with the parents of young children are emphasized.
Prerequisite: none

**SOC 107 INFLUENCES OF THE MASS MEDIA** 3 0 0 3

The course is designed to make the student aware of the effects of the mass media on the individual and society. Students will explore techniques of persuasion used in newspapers, magazines, television, and radio. Topics include advertising techniques, content and slant of news reporting, quality of television, and trends in films.
Prerequisite: none

**T-SOC 108 CURRENT SOCIAL PROBLEMS** 3 0 0 3

In today's ever changing society many problems exist. Some are relatively new, and others are as old as man himself. This course allows the student to be acquainted with the cause and effect relationship of some of the significant social problems today.
Prerequisite: none

**SPH 105 EFFECTIVE SPEAKING** 5 0 0 5

The course is a study of the principles of oral communication emphasizing interpersonal, small-group, and public speaking. It provides practice in organization, composition, and delivery of speeches.
Prerequisite: none

**TXY 1101 TAXIDERMY: FISH** 4 0 12 8

The course will concentrate on the mounting of fish with related practical experience in the mounting of selected specimens. Topics covered will include: fish identification, measuring techniques, rebuilding and coloration, and ecological concerns.
Prerequisite: none

**TXY 1102 FISH COLORATION** 2 0 6 4

Through instruction, demonstration, and application students will learn to mix and apply paint with the airbrush when restoring natural color to a mounted fish. Students will paint natural colorations on mounted specimens or fiberglass reproductions.
Prerequisite: none

**TXY 1103 TAXIDERMY: LARGE FURBEARING ANIMALS** 3 0 9 6

The course will be a detailed study including practical experience in the mounting of large furbearing animals such as deer heads and antlers. Included in the study will be topics such as: animal indentification, use of proper form and coloration in rebuilding specimens, and animal habitats.
Prerequisite: none

**TXY 1104 TAXIDERMY: SMALL FURBEARING ANIMALS 3 0 9 6**

Students in the course will study and gain practical experience in the mounting of small furbearing animals such as raccoon and squirrel. Included in this study will be topics such as: animal indentification, rebuilding techniques, specimen posing, and natural settings for displays.

Prerequisite: none

**TXY 1105 TAXIDERMY: BIRDS 4 0 12 8**

The course concentrates on mounting birds emphasizing game birds. Topics stressed during this course will include: bird identification, rebuilding birds with proper form and coloration, state and federal laws affecting wild animals.

Prerequisite: none

**TXY 1106 CASTING AND PANEL PRODUCTION 2 0 6 4**

The course provides the students with information needed to shape and finish wood panels used in taxidermy. A study will be made of base materials such as: driftwood, styrofoam, resins, and natural setting elements. A study in casting procedures will be included.

Prerequisite: none

**TXY 1107 TAXIDERMY APPLICATIONS 3 0 9 6**

Students enrolled in the course will be required to mount a variety of specimens as directed by the instructor. The students will be given the opportunity to research areas related to taxidermy.

Prerequisite: One previous quarter of taxidermy or the instructor's permission.

**TXY 1108 TAXIDERMY: REPTILES 3 0 6 5**

The course will focus on mounting reptiles. Topics include reptile identification, habitat, measuring and rebuilding techniques, and the making of hatbands.

Prerequisite: none

**WLD 1101 BASIC WELDING 2 0 6 4**

The course will provide an introduction to the theory and practice of cutting, welding, brazing, and soldering. Basic information in arc and gas welding, safety precautions, and care of welding equipment will be stressed.

Prerequisite: none

# CONTINUING EDUCATION

### Purpose

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order that they might keep abreast of these developments both in the societal and physical changes that have taken place. It is the College's aim to afford every individual in Montgomery County the opportunity to develop to his/her fullest potential in whatever areas of vocational and cultural endeavor that he/she desires

## GENERAL INFORMATION

### Admission

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll in Adult Continuing Education classes.

### Fees

A small fee is charged for adult education classes. Such fees, when charged, are due and payable upon entry. Books and supplies are available through the College bookstore. When classes meet at community centers, the College's bookstore makes it possible for books to be purchased at the community center.

### Certificates

Certificates are awarded students meeting requirements for any of the classes and programs for adults.

### Class Locations

A number of adult classes are held on the College campus. Classes are also conducted in any community of the Montgomery Technical College service area whenever a sufficient number of students have indicated an interest.

### Class Formation

Generally, classes in Continuing Education are established on a demand basis. Different program areas have different requirements for number of students, cost, and places to meet. Course offerings will reflect the needs and interests of the citizens. This means that Montgomery Technical College counts on its public to request courses. At times, courses will be announced which need additional students. If you desire a course which has not been announced, contact the Continuing Education Department of Montgomery Technical College. Your cooperation in recruiting a group of your friends and neighbors for a course is appreciated.

### Enrollment

For an adult to enroll in a class, he/she can follow either of two procedures: (1) Simply show up for an announced class and take a chance on the class being filled, or (2) pre-register by telephone with the secretary to the Director of Continuing Education and assure himself/herself of a place in the class.

### Community Services

Montgomery Technical College facilities are available for the use of community-based groups. These groups are scheduled at a time which does not conflict with class schedules.

### CEU'S

A CEU is a unit designation recognized by the Southern Association of Colleges and Schools and is awarded for most Adult Continuing Education Classes at Montgomery Technical College. The CEU signifies the class is organized for a quality instructional program.

CEU's are earned at a rate of 1 CEU for each ten (10) hours class.

## ADULT BASIC EDUCATION

The primary purpose of the Adult Basic Education (ABE) program at Montgomery Technical College is to provide literacy, consumer, and social educational opportunities for adults who have less than an eighth grade education and are eighteen (18) years of age or older to develop their abilities to the level they desire up to the eighth grade level.

The ABE emphasis at MTC is on consumerism. The philosophy of the ABE curriculum is that "the 3 R's can best be taught in terms and methods used by the students." Also included in the major program areas will be social studies and science programs, crafts, and implementation of standard materials to improve the reading, writing, and mathematical capabilities of the ABE students.

Adult Basic Education classes are offered in the major communities in Montgomery County. ABE classes run from early September to the end of May. These courses are taught by qualified instructors from the local community and held day or evening for a total of six hours per week. Adults may enter the program at any time during the year. There is no cost for the ABE Program.

Montgomery Technical College will assist interested organizations or groups of individuals in setting up new ABE classes. Wherever there is sufficient interest, MTC will establish an ABE class.

Adults may obtain additional information or enroll by one of the following methods: (1) come to MTC, (2) telephone the Continuing Education Department, or (3) show up for the announced class.

# HUMAN RESOURCES DEVELOPMENT PROGRAM POSITIVE EMPLOYMENT TRAINING

The Human Resources Development Program at Montgomery Technical College is a pre-vocational training and placement program. It is designed to assist the chronically unemployed in finding employment, and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further educational training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught resume' writing, completing a job application, handling the interview, and positive job attitudes. Other topics within the pre-vocational component are planning and reaching goals, consumer education, and personal hygiene.

Students are scheduled for counseling sessions with a staff member as needed. The counseling session is designed to address problems the students may be encountering in the job search, work environment, or educational training.

Finally, students are assisted by staff members in job search for up to one year if necessary. Those students who may still lack some basic skills necessary for employment after exiting the program are assisted in entering some area of educational training.

Presently, classes are held on MTC's campus in five-week sessions, from 9:00 am until 2:30 pm, Monday through Thursday. Evening classes may be established where necessary. There is no cost to the student.

# LEARNING RESOURCES

## INDIVIDUALIZED INSTRUCTION CENTER

A special feature of the LRC is the Individualized Instruction Center. This center has the capacity of providing a variety of educational experiences for community citizens. Among these are the High School Completion program, courses of general interest, and courses related to the curriculum offerings.

The center provides these courses by using the individualized and programmed approach to learning as well as a careful examination of the student's needs. An analysis of these needs is made and personalized learning activities are planned that will assist the students in achieving stated goals. The program allows one or several students to study a given subject. A wide variety of subject material is available. There is no cost for most programs.

## LIBRARY

The Library provides instructional support for the faculty, aids the students in learning, and serves the administration and community. The function of the Library is to support and enrich classroom instruction through a collection of carefully selected materials for personal enrichment. These functions are achieved through book and non-book media, and self-study materials.

The Library, a multi-media center, has a carefully selected and growing collection of more than 13,000 volumes, subscriptions to 150 current periodicals, and a variety of audiovisual materials. Audiovisual software, such as films, filmstrips, cassettes, slides, transparencies, tapes, microfilms, videotapes, and other types are added when appropriate to provide a wide range of information in various forms for library patrons.

Through the North Carolina State Library System, the library participates in an inter-library loan program and a 16mm film program. All circulating materials belonging to the State Library collection or to any four-year institution in the State are available through inter-library loan to all patrons of the library. The State Library's 16mm film collection is also available to patrons of the library.

Students and area citizens are encouraged to use the library for study, research, browsing, self-improvement, and enjoyment. Professional staff are on duty to assist with reference, research, tutorial assistance and reading guidance. The staff provides assistance and orientation in the use of the center. The library is open during normal operating hours of the college.

## VISITING ARTIST PROGRAM

The Visiting Artist Program is a statewide artist residency program cooperatively sponsored by the North Carolina Arts Council and the Department of Community Colleges. This program places professional artists in resi-

dence in community colleges, technical colleges and technical institutes throughout the state to supplement and enhance local community arts resources and to promote the various visual, performing, and literary art forms in all segments of participating communities. Examples of activities performed during the residencies include performances,demonstrations, master classes, lectures, concerts, and the creation of works of art for public places. Artists may also serve as resources for public schools. Montgomery Technical College participates in the Visiting Artist Program There is no cost to organizations or groups who request the services of the visiting artists.

# COLLEGE PERSONNEL

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## Montgomery Technical College Personnel

**Donna A. Adams** ..... Public Information Officer/Recruiter
B.A. High Point College

**Harold E. Anderson** ..... Chairman, Gunsmithing Department
Diploma-Gunsmithing-Pennsylvania Gunsmith School

**Victor M. Anderson** ..... Instructor-Air Conditioning and Refrigeration
Diploma-Air Conditioning and Refrigeration-Rowan Technical College

**Wayne Bernauer** ..... Instructor-Gunsmithing
Diploma-Gunsmithing-Pennsylvania Gunsmith School

**Donald O. Blake** ..... Instructor-Light Construction

**Peggy M. Brewer** ..... Bookstore Manager
Certificate-Arnold's Business College

**Sarah B. Carpenter** ..... Library Technician
AAS Montgomery Technical College

**Willie H. Chambers** ..... Custodian

**Mary A. Chesson** ..... Chairman, General Education/
Guided Studies Departments
Instructor-English and Psychology
B.S. M.A. East Carolina University

**Virginia F. Cranford** ..... Bookstore Clerk

**Jackie G. Dixon** ..... Day Care Lab Supervisor
AAS Montgomery Technical College

**Luanna Dorsett** ..... Counselor
B.S. M.A.Ed. Western Carolina University

**Ron Earnhardt** ..... Instructor Math/Science
B.S. University of North Carolina at Charlotte
Secondary Education Certificate

**Joseph M. Ferree** .. Chairman, Creative and Natural Design Departments
Instructor-Pottery Production
B.S. Pembroke State University M.F.A. University of North Carolina at Greensboro

**Lacy V. Frye** ..... Instructor-Auto Mechanics
Diploma-Auto Mechanics-Montgomery Technical College

**Mary N. Gaffney** ..... Secretary/Continuing Education
AAS Montgomery Technical College

**Candace C. Garner** ..... Accounts/Compliance Officer
AAS Montgomery Technical College

**Virginia H. Gentry** . . . Secretary/Director Vocational/Technical Programs
AAS Montgomery Technical College

**Joe H. Gill, Jr.** . . . . . Instructor-Taxidermy
Diploma-Taxidermy-Montgomery Technical College

**Grady Z. Goforth** . . . . . Media Supervisor
AAS Anson Technical College

**Thomas L. Gordon** . . . . . Chairman, Human Services Department
Instructor-Early Childhood Education
B.A. Duquesne University M.A. University of North Carolina at Greensboro

**Barney M. Greene** . . . . . Purchasing Agent/Equipment Coordinator
AAS Montgomery Technical College

**Blondine Greene** . . . . . Financial Aid/Veterans Officer
AAS Montgomery Technical College

**Joseph S. Hamilton** . . . . . Maintenance/Custodial
Diploma Montgomery Technical College

**Peggy K. Hammond** . . . . . Instructor-Guided Studies
A.B. Greensboro College

**Dr. Benny B. Hampton** . . . . . President
B.S. M.Ed. Ed.D. North Carolina State University

**Petula Hargrave** . . . . . Learning Lab Assistant
B.S. Livingstone College

**Grover H. Harkins** . . . . . Instructor-Food Service
Certificate-Hotel Management/Food Service USAF Officer Candidate School

**Karen Harris** . . . . . Secretary/Accounting Clerk
Accounting Courses
Montgomery Technical College

**Kathy W. Harris** . . . . . Registrar/Admissions Officer
AAS Montgomery Technical College

**Walter A. Heim** . . . . . Instructor-Gunsmithing
Diploma-Gunsmithing-Montgomery Technical College
Diploma-Machinest-Coastal Carolina Community College

**Jesse H. Houser, Jr.** . . . . . Instructor-Metal Engraving
Diploma-Gunsmithing-Montgomery Technical College

**Deborah D. Hunsucker** . . . . . Instructor-Practical Nursing
B.S. University of North Carolina at Greensboro

**Wanda S. Jackson** . . . . . Secretary/Student Services-Switchboard Operator
Diploma Asheboro Commercial College

**Kenneth W. Jarvis** . . . . . Director Business Affairs
B.S. M.A. Appalachian State University

**Paul O. Johnson** . . . . . Maintenance/Custodial
Diploma Montgomery Technical College

**Virginia W. Jones** . . . . . Bookkeeper

**Gurney B. Jordan** . . . . . Chairman, Construction and Mechanical Trades Departments - Instructor-Auto Mechanics
Diploma-Auto Mechanics-Montgomery Technical College

**Phillip H. Kissell** . . . . . Director Student Services
B.A. University of North Carolina at Chapel Hill M.A. Appalachian State University

**Felicia Knight** . . . . . Secretary HRD/ABE
AAS Montgomery Technical College

**Michael T. Lunday** . . . Instructor-Accounting and Business Administration
B.A. B.S. M.B.A. University of North Carolina at Charlotte

**Kitty Lynthacum** . . . . . Faculty Secretary/Evening Switchboard Operator
AAS Montgomery Technical College

**Judy L. Miller** . . . . . Chairman, Business Education Department Instructor-Business Administration and Secretarial Science
B.S. M.A. Western Carolina University

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B.S. University of North Carolina at Charlotte

**Talbert Myers** . . . . . Coordinator ABE/HRD/Special Programs
B.S. M.S. North Carolina Central University

**Earl S. Poole** . . . . . Learning Lab Assistant/Fundamentals Instructor
B.A. B.S. North Carolina State University

**William T. (Bill) Price** . . . . . Director Vocational/Technical Programs
B.S. M.A. Appalachian State University

**Robert W. Qualls** . . . . . Chairman, Criminal Justice/ Protective Services Technology
B.A. Pfeiffer College

**Betsy K. Reynolds** . . . . . Learning Lab Assistant/Fundamentals Instructor
B.S. Pembroke State University

**Grace B. Reynolds** ..... Secretary/Learning Resources Center

**Gay Russell** ..... Director Learning Resources Center (Acting)
B.S. University of South Carolina MLn. Emory University

**Eleanore Scotton** ..... Day Care Assistant
AAS Montgomery Technical College

**Richard J. Sheffield** ..... Instructor-Food Service
AAS Montgomery Technical College

**Emily B. Smith** ..... Secretary/President
Diploma Sanford Business College

**Anne H. Tarlton** ..... Prime System Administrator
AAS Montgomery Technical College B.S. Gardner-Webb College

**Bruce Turner** ..... Director Continuing Education
B.A. Atlantic Christian College M.A. Appalachian State University

**Gilbert Wall** ..... Instructor-Small Engines Repair
Diploma-Small Engines Repair-Montgomery Technical College

**Hayne White** . . Instructor-Business Administration and Secretarial Science
B.A. St. Andrews College M.S. University of North Carolina at Greensboro

**Ricky Williamson** ..... Instructor-Auto Body Repair
Diploma-Auto Body Repair-Montgomery Technical College

# MONTGOMERY COUNTY

Montgomery County is located in the South Central part of North Carolina. The total land area of the county is 488 square miles or 319,850 acres, making it the forty-fifth largest county in the state. Of this total, 7,700 acres are in urban or built-up areas, 8,320 acres are covered by small and large lakes, 223,000 acres are forest (34,260 of which is owned by the National Forest Service), and 32,000 acres are cropland.

Topography of the county ranges from the relatively flatlands of the south-eastern quadrant to the rugged remains of the Old Uwharrie Mountain Chain in the northwestern quadrant. Elevations range from 200 to 1000 feet above sea level.

The climate is mild with a mean annual temperature of 61.4 degrees, average annual rainfall of 46.16 inches, average snowfall of 6.7 inches, and around 215 frost-free days.

The population of the county is about 23,000 and remains steady. Troy is the county seat and the home of Montgomery Technical College.

Montgomery is a totally rural county with 95.9% of the population classed rural non-farm and 4.1% classed rural farm. Agriculture includes tobacco, dairying, livestock, poultry, and peaches. Candor is called the Peach Capital, with more than 1000 acres in peach orchards.

Principal industries are textiles (spinning and weaving), apparel, knitting, furniture, lumber, mobile homes, rugs, and shoes. The balance is in construction, transportation, service and trades, government, etc. Mining consists of sand, (for the building trade), special clays, (for the clay products industry), and quartz.

Confined medical care is provided by a modern 86 bed hospital and a 55 bed convalescent home.

Housing conditions in the county have improved considerably over the past few years. Since 1972, 500 new homes have been built, over 100 renovated with all plumbing added, and many dilapidated units have been removed.

The most noticeable features about Montgomery County are the large tracts of mountainous, forested, undeveloped land. The Uwharrie Game Management Area and The Morris Mountain Big Game Restoration Area are located within the Uwharrie National forest and are ideal for hunting. The Uwharrie Game Management Area is open for deer hunting in November and its picnic facilities are open year round.

The lakes are ideal for all water related sports and fishing. Montgomery is the home of at least 21 hunt clubs and three Bass Master Clubs. There has been considerable growth in Summer homes and recreational facilities along the lakes and in the forested areas of the county.

Montgomery Technical College
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